

CONSTITUTION OF THE PARISH PASTORAL AND PARISH FINANCE COUNCILS

HOLY CROSS PARISH REGINA, SASKATCHEWAN

March 27, 2011

PREAMBLE

In 1959, due to the rapid expansion of Little Flower Parish, Archbishop M. C. O'Neil detached the southeast section of the parish to form a new parish, named Holy Cross, and appointed Rev. Michael J. Hogan as its first pastor. The church was blessed on November 5th, 1961 and had its first Annual Meeting in February, 1971. The parish grew rapidly. In 1978, University Park was assigned to the parish; Gardiner Park was assigned to the parish in 1981. In 1983, an addition was built onto the church and was dedicated to Msgr. Frank Gerein. In 1990, the parish served 1490 families. A condominium was purchased for the pastor's residence, and the original rectory was converted into office space. The parish lost approximately 550 families in 2000-2001 when Resurrection Parish was established. Since 2007, the parish has steadily been growing again and continues to fulfill its Mission Statement and works diligently to realize its Vision – "We are Christ on earth, bringing Christ to all".

In compliance with Vatican Council II directives and those of the Archbishop of Regina (Guidelines for Parish Pastoral Council and Parish Finance Council, Archdiocese of Regina, April 2010) that Pastoral Councils and Finance Councils be formed to elicit the cooperation and involvement of both clergy and laity in the Apostolate of the Church, the following is the constitution for Holy Cross Parish.

ARTICLE I: VISION, MISSION, AND VALUES

MISSION

The mission of Holy Cross Parish is to work together as one family of faith, living out the message and work of Jesus Christ.

VISION

We are Christ on earth, bringing Christ to all.

VALUES

As a faith community we value:

- all of creation as the work of God;
- each person as a child of God;
- scripture as the Word of God;
- the history, tradition and teachings of the Roman Catholic Church;
- living what we profess to believe.

GOALS

The goals of Holy Cross Parish are to:

- develop a Christian community;
- celebrate our faith;
- teach and learn our faith;
- support and celebrate all vocations;
- support and involve youth and children;
- support lay ministry and parish leadership;
- reach out to the wider community.

ARTICLE II: MANDATE

With the deeper understanding of Church as the People of God, as taught by Vatican Council II, the baptized, as good stewards, have assumed greater responsibility for the pastoral and spiritual needs of the parish. Since its inception, the parish council has evolved and in 1988, was divided into pastoral council and finance council. The emphasis of the pastoral council is to be the pastoral, spiritual and social development of the parish, and to foster pastoral action in the parish community. The parish pastoral council is the primary consultative body in all pastoral matters to the parish priest, who is the ultimate decision maker and responsible to the Archbishop of Regina. The parish finance council is at the service of the parish pastoral council and is responsible for the administration of the financial affairs of the parish.

The Code of Canon Law (1983) states that:

1. a pastoral council (Canon 536) is to be established in each parish if considered opportune by the Diocesan Bishop.
2. a finance council is to be established (Canon 537) which is obligatory.

ARTICLE III: COMPOSITION

Section 1. The parish priest/pastor shall be a member of the pastoral council and the finance council, and ex-officio a member of all committees.

Section 2. The pastoral council shall consist of:

- a) the parish priest/pastor
- b) the chairperson*
- c) the vice-chairperson*
- d) the past council chairperson
- e) the chairperson of finance council, ex-officio*
- f) the chairperson of each standing committee*
- g) member(s)-at-large*
- h) Deanery Pastoral Council Representative(s)
- i) one (1) representative of the Holy Cross Catholic Women's League and one (1) representative of the Msgr. Gerein Council #9859 Knights of Columbus. These representatives are to be designated by the respective organizations.

* denotes elected position

Section 3. The finance council shall consist of:

- a) the parish priest/pastor
- b) the chairperson of finance council*
- c) the pastoral council chairperson, ex-officio*
- d) chairperson of each standing committee

* denotes elected position

Section 4. Term of Service

- a) Pastoral and finance council positions may be co-chaired.
- b) The standing committees and responsibilities are listed in the bylaws.
- c) The term of service for pastoral and finance council members shall be for a minimum of two (2) years, but preferably three (3) with the consent of the member.
- d) A maximum of two (2) consecutive terms may be served on council. A wait period of one (1) term is required before a person can return to any elected council position.
- e) The secretary of the pastoral/finance council shall be appointed by the chairperson of the council, and shall have no voting privileges.

ARTICLE IV: ELIGIBILITY

Section 1. Any registered parishioner, 16 years of age or over, shall be eligible to serve on the pastoral council.

Section 2. Pastoral council membership shall be representative of the parish community.

ARTICLE V: ANNUAL MEETING

Section 1. Annual General Meeting

- a) The Annual General Meeting shall be held prior to March 31st, on a date and in a place determined by the pastoral council and convoked by publication in the parish bulletin for the purpose of:
 - reporting the activities of the pastoral council and its committees during the past calendar year.
 - reporting the activities of the finance council and its committees during the past calendar year.
 - electing members to the parish pastoral council and finance council.
- b) In order to adopt any action taken by the council, a two-thirds majority of the electors in attendance shall be necessary.
- c) At the Annual General Meeting, a quorum shall consist of those electors in attendance.
- d) Each eligible elector shall be entitled to one (1) vote.

Section 2. Nominations

Annually, pastoral council shall appoint a nominating committee of three (3) members, one (1) of which shall be appointed by the finance council. These members shall:

- a) One (1) month prior to the annual meeting, submit to the council a slate of names to fill the vacancies on the pastoral council and finance council.
- b) For any positions not filled in the slate, call for and accept nominations from the floor at the annual meeting, provided that such nominations are made with the consent of the nominees. The chair of the nominating committee shall chair that portion of the meeting dealing with nominations and elections. Voting shall be by secret ballot. Candidates shall be elected by a clear majority. The chair of the nominating committee shall cast the deciding ballot to break the tie.
- c) For the elections, appoint a minimum of two (2) scrutineers, who are not related to each other or to any candidate.

ARTICLE VI: MEETINGS

Section 1. Regular Council Meetings

- a) Pastoral and finance councils shall hold regular monthly meetings September to June inclusive, at a place, date and time designated by the chairperson.
- b) All council meetings shall be held with the consent and approval of the pastor.
- c) All council meetings shall be open to parish members.
- d) The finance council shall meet with the parish pastoral council at least twice a year.
- e) At all council meetings, a quorum shall consist of 50% plus 1 of the members including the pastor.
- f) Decisions will be reached by a majority vote.
- g) Each position shall have one (1) vote. The pastor is not a voting member.

Section 2. Special Council Meetings

- a) Special meetings of the pastoral council or finance council may be called by the chairperson on a three (3) day notice to each council member, stating the date, time and purpose of the meeting.
- b) The chairperson shall call a special meeting of the pastoral council upon the written request of at least three (3) members of the pastoral council. A three (3) day notice must be given to each council member, stating the date, time and purpose of the meeting.
- c) The pastor, if he deems it necessary, may call a special meeting of the pastoral council or finance council. A three (3) day notice must be given to each council member, stating the date, time and purpose of the meeting.

- d) Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at any special meeting.
- e) In the event of substantial disagreement between the pastor and pastoral or finance council, the respective council may appeal to the Archbishop.

Section 3. Special Parish Meetings

- a) The chairperson of the pastoral council shall call a general meeting of the parish:
 - upon written request signed by thirty (30) or more electors; or
 - when requested by a majority of the pastoral council.
- b) Notice of a general meeting shall be publicized at the Sunday Liturgy two (2) weeks in advance of the date selected, stating the date, time and purpose of the meeting.
- c) At such meetings of the parish as a whole, all those present shall constitute a quorum.
- d) Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at any special meeting.

ARTICLE VII: VACANCIES

Section 1. Any member of the pastoral council or finance council who absents him/herself from three (3) consecutive meetings without a valid reason and notification given to the chairperson, shall be deemed to have resigned and shall be so notified.

- Section 2. a) A vacancy in the office of the chairperson shall be filled by the vice-chairperson, or where necessary, filled by election by pastoral council. The person filling the position shall complete the unexpired term of the incumbent.
- b) A vacancy in the office of the vice-chairperson shall be filled by election by the pastoral council.
 - c) Vacancies in all other positions than those mentioned above shall be filled by a council appointee, the term of such a member to expire at the next annual general meeting.

ARTICLE VIII: COMMITTEES OF THE PASTORAL COUNCIL

- Section 1. a) The standing committees and other representations are described in the bylaws.
- b) The pastoral council may establish ad hoc committees as the need arises.

- Section 2. a) The duties and responsibilities of all standing and ad hoc committees shall be set by the pastoral council.
- b) The standing committees are to meet regularly.

- Section 3. a) Each standing committee shall consist of as many members as required to carry out its program and shall be selected by the chairperson of the respective committee. The committee chairperson(s) shall submit the names of committee members to the pastoral council.
- b) The committee chairperson(s) may appoint a vice-chairperson and a secretary to assist in conducting the business of the committee.
 - c) Committee member appointments shall be for a period of one (1) year, but members may be reappointed.

Section 4. In the absence of the committee chairperson(s), a designated representative of the committee shall have the right to make motions, vote, and carry on in the same capacity as the chairperson of said committee at any constituted meeting of the pastoral council.

Section 5. Each standing committee chairperson(s) of the pastoral council is responsible to prepare an objective review and plan (including an itemized financial budget) for the following year based on the Parish Vision, Mission and Values. These documents are to be submitted to the finance council chairperson by the date designated each year.

ARTICLE IX: THE FINANCE COUNCIL

Section 1. The finance council adheres to the same principles and procedures as set out in Articles IV, VII, and VIII.

Section 2. An annual financial statement reviewed by an authorized and qualified individual shall be presented to the pastoral council prior to the annual meeting.

ARTICLE X: ACCESS TO RECORDS

- a) The finance council shall have access to all financial records of the parish.
- b) A financial statement for the calendar year is to be made available to all parishioners.

ARTICLE XI: SIGNING AUTHORITY

- a) Cheque signing authority shall be any two (2) of the pastor, a finance council representative or those designated by the finance council for properly approved disbursements.
- b) No bank accounts may be established by any parish council or finance council committee or any subcommittee without the written/ email permission of the pastor.

ARTICLE XII: BYLAWS

- a) Pastoral council may make bylaws for the purpose of carrying out the affairs of the Parish.
- b) Such bylaws must be consistent with this constitution.
- c) New bylaws or changes to old bylaws approved during the past year shall be reported to the annual general meeting.

ARTICLE XIII: AMENDING THE CONSTITUTION

- a) The constitution may be amended by two-thirds majority of electors present at the annual general meeting of the parish.
- b) A two (2) week notice shall be given in the bulletin prior to the annual general meeting regarding a change to the constitution. Proposed amendments to the constitution shall be made available in printed form and at the parish web site.
- c) The constitution shall be easily accessible to all parishioners.

BYLAWS OF THE PASTORAL AND FINANCE COUNCILS

Section 1: Committees of Pastoral Council

- a) The pastoral council, being entrusted with the spiritual development and temporal care of the parish, in conjunction with the pastor, does hereby designate the following committees to carry out its responsibilities:
- 1) Ecumenism
 - 2) Liturgy
 - 3) Personnel
 - 4) Pro-life
 - 5) Public Relations and Communications
 - 6) Social Action
 - 7) Spiritual Education
 - 8) Fundraising
 - 9) Stewardship
 - 10) Vocation Awareness
 - 11) Youth
 - 12) Member(s) - at- Large
 - 13) Deanery Pastoral Council Representative

and does hereby designate the following organizations to be represented on the pastoral council:

- 14) Holy Cross Catholic Women's League
- 15) Msgr. Gerein Council #9859 Knights of Columbus

- b) The Chair and Vice-chair serve two (2) year terms.
- c) The Past Chair is a two-year non-elected position.
- d) Members-at-Large may be elected each year and serve a two (2) year term.
- e) The Personnel Committee is chaired by the Vice-Chair or by appointment of the council.
- f) The Deanery Council Representative is appointed by pastoral council.
- g) Committee chairs shall serve a minimum of two (2) years, but preferably three (3) with the consent of the member. This will allow for the rotate of chair positions.

Note: The Council will review the rotations or each position yearly to ensure a mix of experienced and new members.

Section 2: Committees of Finance Council

- a) The Finance Council, being entrusted with the temporal care of the parish, in conjunction with the pastor, does hereby designate the following committees to carry out its responsibilities:
- 1) Buildings and Grounds
 - 2) Financial Administration
 - 3) Legacy Fund Administration
- b) The election of council/committee chairs shall take place as positions become vacant.

Section 3: Pastoral Council Committee Mandates

The responsibilities of each committee can vary from year to year or within the year. In order to reduce duplication of effort and promote harmony, a working definition of responsibilities of each committee follows:

- 1) **Ecumenism:** This committee is responsible to assist the parish in fostering healthy ecumenical relations with other Christian communities in the parish boundaries. The ecumenical committee duties include:
 - a) coordinating parish participation in the Week of Prayer for Christian Unity;

- b) promoting the World Day of Prayer on the first Friday of March;
 - c) if possible attending the annual Archdiocesan Ecumenical Workshop; and
 - d) engaging the Archdiocesan Ecumenical Commission to respond to queries and to provide ecumenical resources.
- 2) **Liturgy:** This committee is responsible for providing effective liturgical celebrations according to the norms of the Roman Catholic Church which help the people of Holy Cross become more active participants in the life of Jesus Christ.

The Sub-committees of Liturgy Committee are:

- a) Altar Servers: The coordinator and his/her committee are responsible for the recruitment; planning, budgeting, training and scheduling involved in this ministry. The altar servers work in teams each with a team captain.
 - b) Children's Liturgy: The coordinator with his/her committee are responsible to conduct the recruitment, planning, budgeting and delivery of the Children's Liturgy program.
 - c) Lay Ministries: The coordinator and his/her committee are responsible for the recruitment, planning, budgeting, training and scheduling involved with providing lay ministers for certain parish liturgies and for outreach services as requested e.g. Queen Victoria Estates and funeral vigils.
 - d) Liturgical Environment: The coordinator and his/her committee are responsible for the recruitment, planning, budgeting, training and scheduling involved in providing an appropriate liturgical environment for all parish liturgies including special events.
 - e) Liturgical Ministries: The coordinator and his/her committee are responsible for the recruitment, planning, budgeting, training and scheduling involved in providing ministers for the liturgical celebrations. These ministries include Readers/Proclaimers of the Word, Extraordinary Ministers of Communion, and Greeters. Each team shall have a Team Coordinator who shall place and schedule the ministers as needed.
 - f) Music Ministry: The coordinator and his/her committee are responsible for the recruitment, planning, budgeting, training and scheduling involved with providing music at all liturgical celebrations for Holy Cross Parish. The music ministry may consist of several musical groups and styles.
 - g) Ushers Ministry: The coordinator and his/her committee are responsible for the recruitment, planning, budgeting, training and scheduling involved in the usher ministry, and providing ushers for the parish liturgies.
- 3) **Personnel:** This committee is responsible for the personnel policies, procedures and compensation of parish employees in accord with applicable labor standards as established by Federal and Provincial Governments. The Personnel Committee shall provide guidance and support with regard to recruitment, selection, hiring, firing, training and evaluation of Parish employees. The Personnel Committee will prepare the annual personnel budget.
- 4) **Pro-Life:** This committee is responsible for promoting respect for the sacredness of life from conception to natural death. The committee is to work with organizations such as the Regina and Saskatchewan Pro-Life Associations to achieve its mandate.
- 5) **Public Relations and Communications:** This committee is responsible for:
- a) maintaining a welcoming environment in the parish;
 - b) building community through events that encourage fellowship and community participation;

- c) welcoming new parishioners;
 - d) reaching out to those in our parish boundaries who may not be active in the parish community;
 - e) maintaining positive relations with other parishes and the public; and
 - f) developing and maintaining effective communications within the parish.
- 6) **Social Action:** This committee is responsible for the social mission of the parish both within and outside the parish boundaries. The committee is also responsible for the promotion and education of the local parish on the Church's scriptural and social teaching regarding issues of justice and peace.
 - 7) **Spiritual Education:** This committee is responsible for helping parishioners develop their spiritual life and giving them tools to proclaim the Gospel message through programs in Adult Faith Formation, Family Life Education, and Christian Leadership Courses.
 - 8) **Fundraising Committee:** This committee is responsible for planning and organizing events to raise revenue for parish special and general needs. This revenue shall supplement regular contributions from parishioners. Due consideration is to be given to developing the social aspect of the parish community through the planned event.
 - 9) **Stewardship:** This committee is responsible for creating awareness in all parishioners that everything we have comes from God, our life, our talents, our abilities, our intellectual gifts and our holiness.
 - 10) **Vocation Awareness:** This committee is responsible for reaching out to the people of our parish by working with the vocations committee through the Archdiocese of Regina. Five priorities for pastoral action are to:
 - a) pray;
 - b) evangelize: to teach, to form, to catechize;
 - c) experience: worship, community, service, witness;
 - d) mentor: accompany, guide, model, witness; and
 - e) invite: discern, choose, commit.
 - 11) **Youth:** This committee is responsible for fostering faith development of parish youth through activities for youth and involvement of youth in the life of the parish community.
 - 12) **Member(s)-at-Large:** These persons are elected to pastoral council without portfolio. They agree to serve the parish by contributing their vision to the discernment work of council and by assisting with parish activities on an ad-hoc basis. Such members may agree to appointment to vacancies of committee chairs as requested.
 - 13) **Deanery Pastoral Council Representative:** This person is responsible for providing a liaison between Holy Cross Parish and the Regina Deanery.

Section 4: Finance Council Committee Mandates

The responsibilities of each committee can vary from year to year or within the year. In order to reduce duplication of effort and promote harmony, a working definition of responsibilities of each committee follows:

- 1) **Financial Administration:** This committee is responsible for the administration of the financial affairs of the parish by:
 - a) assisting in drawing up a clear and accurate inventory of the parish temporal goods (Canon 1283 §2; §3 – See Appendix V of the Archdiocese of Regina Guidelines, “Extracts from The Code of Canon Law -1983);
 - b) developing a roster of collection counters. For the protection of the counters as well as the parish, there are to be at least two (2) persons counting the Sunday and/or special collections. (It is

preferable to have three (3) counters). If there are only two persons counting, these may not be from the same household or related to each other. The counting of the collection should always be done at the church or church office;

- c) in collaboration with and input from the pastoral council, establishing an annual parish budget for approval by the pastor;
 - d) forwarding a copy of the approved budget to the pastoral council;
 - e) revising the annual parish budget if and when required during the year, for approval by the pastor and forwarding to the pastoral council;
 - f) ensuring prompt payment of all parish accounts and maintaining appropriate accounting records;
 - g) monitoring the parish revenue flow and establishing long-range fiscal plans; and
 - h) being familiar with the Archdiocesan Financial Regulations (See Appendix VI of the Archdiocese of Regina Guidelines).
- 2) **Buildings and Grounds:** This committee is responsible for:
- a) the maintenance and operation of the parish physical plant;
 - b) construction, renovation or addition to the parish physical plant;
 - c) maintenance of insurance coverage;
 - d) keeping a current inventory of parish fixed and moveable property; and
 - e) being familiar with the Archdiocesan Building Regulations (See Appendix VII of the Archdiocese of Regina Guidelines).
- 3) **Legacy Committee:** This committee is responsible for:
- a) maintaining the Legacy Fund guidelines;
 - b) managing the fund accounting;
 - c) reviewing requests for disbursements of funds, and
 - b) providing recommendations to pastoral council for approval of fund disbursements.

Other committees, such as cemetery, hall, catering, etc., established by the finance committee require an appropriate description, including responsibilities.