

Constitution of the Pastoral Council and Finance Council

St. Cecilia Parish

Regina, Saskatchewan

Article I - Purpose

The parish council is a pastoral council, emphasizing faith renewal and pastoral concerns. Its main concern is to set policies and goals which will foster the spiritual and social development of the parish, and to activate the parishioners so that these are accomplished.

The parish pastoral council is the primary advisory or consultative body to the parish priest, who is ultimately responsible to the Archbishop of Regina. The temporalities, or material concerns, such as finance and buildings are the responsibility of the finance council.

Article II - Mandate

The Code of Canon Law states that the pastoral council (canon 536) is to be established in each parish if considered opportune by the Diocesan Bishop; and also a finance council, which is obligatory (canon 537).

As a parish community we are complying with the will of the Archbishop of Regina, as decreed in the guidelines (March 1988).

Article III - Composition

A) Parish Pastoral Council

Section 1

- a) The parish priest/pastor shall be a member of the pastoral council and ex-officio a member of all its committees.
- b) The pastoral council chairperson shall be an ex-officio member of all pastoral council committees.

Section 2

The pastoral council shall consist of:

- a) The parish priest/pastor
- b) An elected chairperson
- c) Elected chairperson of each standing committee
- d) All other duly appointed or elected members as provided by this constitution

Section 3

A vice-chairperson is to be delegated for those circumstances when the chairperson is not able to attend necessary meetings.

The vice-chairperson is to be delegated from those duly elected on council, by the pastoral council as a whole.

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Section 4

Positions may be held by two people.

B) Parish Finance Council

Section 1

- a) The parish priest/pastor shall be a member of the finance council and ex-officio member of all committees.
- b) The finance council chairperson shall be an ex-officio member of all finance council committees.

Section 2

The finance council shall consist of:

- a) The parish priest/pastor
- b) An elected chairperson
- c) Elected chairperson of each standing finance committee
- d) Pastoral council chairperson or appointed pastoral council representative
- e) All other duly appointed or elected members as provided by this constitution

The standing committees and responsibilities are listed in the bylaws.

Section 3

Positions may be held by two people.

Article IV – Eligibility

Only registered parishioners, fully initiated in the Catholic Church and at least eighteen (18) years of age shall be eligible to serve as chairperson of the pastoral council, finance council, or any committee.

Article V - Annual Meeting - Nominations - Elections - Appointments

Section 1

An Annual Meeting of the parish shall be held prior to the thirty-first (31st) day of March each year on a date agreed upon in consultation with the pastor for the purpose of:

- a) Reporting the activities of the pastoral council and its committees during the past calendar year.
- b) Reporting the activities of the finance council and its committees during the past calendar year.

This includes a financial statement of the past year and the operating budget for the new year.

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- c) Electing members to the parish pastoral council and finance council.

Section 2

The pastoral council and/or the finance council shall appoint annually a nominating committee of three (3) members. These members shall:

- a) One (1) month prior to the annual meeting, publicize the positions that are to be elected.
- b) Call and accept nominations from the floor at the annual meeting, provided that any such nomination is made with the consent of the nominee. The Chairperson of the nomination committee shall chair that portion of the meeting dealing with nominations and elections. Voting shall be by secret ballot.
- c) Appoint a scrutineer for the elections.

Section 3

Term of Service:

- a) The chairperson shall be elected for a two-year renewable term of office. The maximum duration of holding one office shall be two (2) consecutive terms. (The chairperson should have pastoral council experience.)
- b) Standing committee chairpersons shall be elected for a two year term at the time of the annual elections. Half of the council should be up for election each year. The maximum duration of holding one office shall be two (2) consecutive terms.
- c) The secretary of the pastoral council shall be appointed by the pastoral council, and shall have voting privileges.

Article VI - Meetings and Voting

Section 1

- a) The chairperson of the pastoral council and/or the finance council shall call a general meeting of the parish:
 - i. Upon receipt of a written request signed by at least fifty (50) members of the parish.
 - ii. When requested by a majority of the pastoral council or the finance council.
- b) Notice of a general meeting shall be publicized two (2) weeks in advance of the date selected.

Section 2

- a) Regular meetings of the pastoral council shall be held at least monthly, September to June inclusive, at a place, date and time designated by the chairperson.

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- b) Regular meetings of the finance council shall be held at least four (4) times a year, at a place, date and time designated by the finance council chairperson.
- c) Council Terms of Service for elected and/or appointed persons shall be from "Annual Meeting" to "Annual Meeting"; with provision made for the past position to stay on to help for a certain period of time, if needed.
- d) Persons in out-going positions shall provide copies of current Committee Reports and Budget(s) to the in-coming individual(s).
- e) All pastoral council and finance council meetings shall be open to parish members.

Section 3

- a) Special meetings of the pastoral council or finance council may be called by the respective council chairperson on a three (3) day notice to each member, stating the date, time, place and purpose of the meeting.
- b) Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at such a special meeting.
- c) The pastoral council chairperson shall call a special meeting of the pastoral council upon the written request of at least three (3) members of the pastoral council. The request must set out the purpose for the special meeting. The provisions in 3b will apply.
- d) The finance council chairperson shall call a special meeting of the finance council upon the written request of at least (3) members of the finance council. The request must set out the purpose for the special meeting. The provisions in 3b will apply.
- e) The pastor if he deems necessary may call, with sufficient notice, a special meeting of the pastoral council or finance council.

Section 4

- a) At all meetings of the pastoral council and finance council, a simple majority of the members shall constitute a quorum for the transaction of business.

A simple majority shall be one half the membership plus one.

The decisions of the majority of the members present at a meeting, at which a quorum is established, shall be decreed to be decisions of the pastoral council or finance council.

- b) The chairperson's vote is reserved to being a deciding vote only.

All members of the council who have been duly elected, appointed or represented as

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provided by this constitution have the right to vote; each person has one vote, regardless of whether the member is an individual or co-chair of a committee. The exception is the pastoral council chaircouple, and the finance council chaircouple who share one vote.

- c) In the event of a substantial disagreement between the pastor and the pastoral council or finance council, the council may appeal according to Canon Law.
- d) At all meetings of the parish, as a whole, all those present shall constitute a quorum.

Article VII - Vacancies

Section 1

- a) 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.
- b) Finance council members, with the exception of the finance council chairperson, are not required to attend pastoral council meetings.
- c) Pastoral council members, with the exception of the pastoral council chairperson, are not required to attend finance council meetings.

Section 2

- a) A vacancy in the office of pastoral council chairperson shall be filled by pastoral council appointee, the term of such member to expire at the next annual meeting. The term served by appointment is not considered a Term of Service (Article V Section 3).
- b) A vacancy in the office of the finance council chairperson shall be filled by finance council appointee, the term of such member to expire at the next annual meeting. The term served by appointment is not considered a Term of Service (Article V Section 3).
- c) Vacancies in positions other than those mentioned above shall be filled by council appointee, the term of such a member to expire at the next annual meeting. The term served by appointment is not considered a Term of Service (Article V Section 3).

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.

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Section 2

- a) The duties and responsibilities of each standing committee shall be set by the pastoral council.
- b) The standing committees are to meet regularly, once a month being the recommendation.
- c) Each standing committee chairperson of the pastoral council is to submit an itemized financial budget for the new year to the finance council chairperson by the November pastoral council meeting.

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.

Section 4

In the absence of a committee chairperson, a delegate representing that committee chairperson shall have the right to make motions, vote, and carry on in the same capacity as the chairperson of said committee in the committee chairperson's absence, at any constituted meeting of the pastoral council.

Article IX - Committees of the Finance Council

Section 1

- a) The finance council may structure committees as deemed necessary and as outlined in the bylaws.
- b) In the absence of a committee chairperson, a delegate representing that committee chairperson shall have the right to make motions, vote, and carry on in the same capacity as the chairperson of said committee in the committee chairperson's absence, at any constituted meeting of the finance council.

Article X - Access To Records

- a) The finance council chairperson 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) Signing officers shall be one of the pastor or finance council chairperson for properly approved disbursements.
- b) No bank accounts may be set up without the express permission of the pastor.

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Article XII – Bylaws

- a) Pastoral Council and Finance Council may make bylaws for the purpose of carrying out the affairs of their respective councils.
- b) Such bylaws must be consistent with this constitution.
- c) New bylaws or changes in old bylaws passed during a council term shall be reported to the annual meeting which concludes that term of office.

Article XIII - Amending The Constitution

- a) The constitution may be amended by a two-thirds majority at the annual general meeting.
- b) Two weeks notice shall be given in the bulletin prior to the annual general meeting regarding a change to the constitution.
- c) The constitution must be easily accessible to all parishioners.

Bylaws of St. Cecilia Pastoral Council

Section 1 - Committees of the Pastoral Council

- a) The parish pastoral council, being entrusted with the spiritual and temporal care and development of the parish in conjunction with the pastor does hereby designate the following committees to carry out its responsibilities under the leadership of the pastoral council chairperson:
 - a) Deanery Pastoral Council Representative
 - b) Ecumenism Representative
 - c) Liturgy
 - d) Parish Community Building
 - e) Social Justice and Pastoral Care
 - f) Spiritual Life and Education
 - g) Stewardship
 - h) Youth

...and does hereby designate representation on the parish pastoral council, the following people, or organizations, who have association with St Cecilia Parish:

- a) Parish Pastoral Assistant
- b) Catholic Women's League
- c) Men's Club
- d) Golden Years Club
- e) St. Francis School Representative
- f) Knights of Columbus Father Burns Council #5949
- g) Sacred Heart School Representative

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- b) The council chairpersons to be elected during the even years are:
- a) Pastoral Council
 - b) Buildings and Grounds
 - c) Liturgy
 - d) Parish Community Building (subcommittee of Stewardship)
 - e) Spiritual Life and Education
 - f) Youth

...and the council chairpersons to be elected during the odd years are:

- a) Deanery Pastoral Council Representative
- b) Ecumenism Representative
- c) Finance Council
- d) Stewardship
- e) Social Justice and Pastoral Care

Section 2 - Committees of the Finance Council

The committee of the finance council is as follows:

- a) Buildings and Grounds

Section 3 - Responsibility of the Members and Committees of the Pastoral Council

A) General Responsibilities

The responsibility of each member and/or committee can vary from year to year or within the year. In order to reduce duplicated effort and promote harmony, a working definition of responsibilities of each committee is considered useful as follows:

- 1) Pastor
The pastor, or other person designated by the bishop to provide the pastoral function in the parish, keeps the council goals and vitality in the forefront of the pastoral council.

- 2) Chairperson
The chairperson chairs the meetings and facilitates discussion so that members are encouraged to participate actively and speak freely.

The chairperson strives to make the council active and concerned about its responsibilities.

- 3) Secretary
The secretary records and files minutes of all pastoral council and general parish meetings. Sends out minutes and other documents as required.

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- 4) **Deanery Pastoral Council Representative**
The Deanery Pastoral Council (DPC) representative is responsible for exchanging information with other parish deanery representatives and informing the St. Cecilia parish community of relevant information.
- 5) **Ecumenism Representative**
The Ecumenism Representative is responsible for promoting ecumenical initiatives in the local community in the pursuit of Christian unity and better interfaith relations. This may include attending meetings within the local faith community or diocese, assisting with prayer and worship services, activities, and projects with other faiths, and educating others about all faiths.
- 6) **Liturgy**
The Liturgy committee works with the pastor to plan and provide meaningful liturgical celebrations. The duties of the committee include coordinating and scheduling liturgical ministries, obtaining and maintaining church supplies, liturgical furnishings and equipment, and coordinating the training for the liturgical ministries.
- 7) **Parish Community Building**
The Parish Community Building committee is responsible for bringing people together within the parish. This may be accomplished through communications, social functions, and celebrations.
- 8) **Social Justice and Pastoral Care**
The Social Justice and Pastoral Care committee helps support those in need and promotes awareness of the church's social teaching and social issues. This may include responding to local service projects, such as programs for the elderly, sick, handicapped, and others with problems in need of help.

Pastoral care is responsible for ministering to the shut-ins, sick, and elderly of the parish.
- 9) **Spiritual Life and Education**
The Spiritual Life and Education committee is responsible for assisting parishioners in the development of their spiritual life. This may include providing educational programs, acting as a liaison between the parish and educational resources, and acting as the umbrella committee for the sacramental preparation programs. The committee is also responsible for promoting awareness of the four vocations: married, single, religious, and ordained.
- 10) **Stewardship**
The Stewardship committee is responsible for helping the members of Christ's body share the gifts of time, talent, and treasure God has bestowed upon each one of them with the parish community.

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11) Youth

The Youth committee is responsible for fostering and coordinating activities for the youth of the parish.

B) Financial Responsibilities

- 1) Each committee is to adhere to the budgeted allotment agreed upon in the annual budget approved at the annual meeting.
- 2) If a committee's budgeted allotment is exhausted, an extension to that committee's allotment must be approved by the Finance Council.
- 3) Requests not identified in a committee budget or budgeted requests in excess of \$500. must be approved by the Finance Council as stipulated in Bylaws Section 4, Subsection a, Number 4.

Section 4 - Responsibilities of the Finance Council and its Committees

a) Finance Council

The finance council is responsible for the administration of the financial affairs of the parish by:

- 1) Establishing an annual parish budget for approval at the Parish Annual Meeting.
- 2) Revising the annual parish budget if and when required during the year, for approval by the parishioners where required by Archdiocesan policy.
- 3) Paying of all parish accounts and maintaining appropriate accounting records.
- 4) Approving requests for purchases not identified in a committee budget.
- 5) The finance council chairperson shall provide the annual financial statement for the past year and the proposed budget for the upcoming year to pastoral council at the February meeting. The financial statement and proposed budget are provided to make pastoral council aware of the financial position and to allow pastoral council members the opportunity to review their proposed budgets.
- 6) Monitoring the parish revenue flow.
- 7) Establishing long range fiscal plans.

b) Buildings and Grounds

The Buildings and Grounds committee is responsible for:

- 1) Overseeing the maintenance and operation of the parish buildings.
- 2) Any construction, renovation, or addition to the parish buildings.

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- 3) Maintaining insurance coverage.
- 4) Keeping a current inventory of parish fixed and moveable property.