

# Holy Family Parish



## Constitution & Bylaws

Holy Family Parish

Regina, Saskatchewan

Constitution of the Parish Pastoral Council and Finance Council

March 2003

Amended October 2013

Amended March 2015

It is hereby certified that this is a true copy of the Constitution of Holy Family Parish of Regina, which was amended in 2015.

\_\_\_\_\_  
Rev. Carlos Jimenez, Pastor

\_\_\_\_\_  
Donna Stamm, Chair, Finance Council

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Date

\_\_\_\_\_  
Date

**CONSTITUTION OF THE PASTORAL COUNCIL  
AND FINANCE COUNCIL  
HOLY FAMILY PARISH**

REGINA, SASKATCHEWAN

(March 16, 2003; Amended October 29, 2013; March 29, 2015)

**Article I      Mission Statement**

*Holy Family Parish is to be a facilitator to challenge and assist all people in their ongoing conversion to living the life of Jesus.*

The parish, founded August 1, 1979, is bounded by 9th Avenue North on the south, Pasqua Street on the east, and the city limits to the north and west.

With the deeper understanding of Church as the People of God, as taught by the Second Vatican Council, the baptized have assumed greater responsibility for the pastoral and spiritual needs of the parish. The Parish Council is evolving to be more of 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 material concerns such as finance, stewardship and buildings are the responsibility of a distinct committee, the Finance Council.

**Article II      Mandate**

The Code of Canon Law (1983) states that a 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**

The term “parish priest/pastor” shall mean the person or persons charged with the administrative, sacramental, and pastoral care of the parish by the Archbishop.”

The term “chairperson” shall mean one person or two persons who equally share a position’s rights and responsibilities.

A. Parish Pastoral Council

*Section 1.* The parish priest/pastor shall be a member of the Pastoral Council and ex-officio member of all its committees.

*Section 2.* The Pastoral Council shall consist of:

- a) The parish priest/pastor
- b) An elected chairperson
- c) An elected vice-chairperson
- d) Elected chairperson of all standing committees
- e) All other duly appointed or elected members as provided by this constitution
- f) The past council chairperson (for a one-year period).

B. Parish Finance Council

*Section 1.* The parish priest/pastor shall be a member of Finance Council and ex-officio a member of all sub-committees.

*Section 2.* The Finance Council shall consist of at least three persons - pastor and two others (elected or appointed).

C. All standing committees and responsibilities are listed in the Bylaws.

**Article IV Eligibility**

Only registered parishioners fully initiated in the Catholic Church and 16 years of age shall be eligible to serve on the Pastoral Council or any committee.

**Article V Annual Meeting - Nominations - Elections - Appointments**

*Section 1.* An Annual Meeting of the parish shall be called at the decision of the Pastoral Council, prior to the thirty-first (31) day of March each year, 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 sub-committees.
- c) Electing members to the Parish Pastoral Council and Finance Council.

*Section 2.* The council shall appoint annually a nominating committee of at least 3 members. These members shall:

- a) Two weeks prior to the Annual Meeting, submit to the council a slate of names to fill vacancies on the council.
- 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 and vice-chairperson shall be elected for a two year renewable term of office. Standing committee chair persons shall be elected for a two year term at the time of the annual elections. To provide continuity, departing chairpersons shall serve as past chairpersons until June 30. Half of the council should be up for election each year.
- b) No member can hold the same position for more than four years consecutively. Members who have served on the council for their full four (4) years may return to the council after an absence of two (2) years, with the exception of the vice-chairperson who may choose to have his/her name stand for the election process for chairperson, immediately following the term as vice-chairperson..
- c) The secretary of the council shall be appointed by the chairperson of the Pastoral Council, and shall have no voting privileges.
- d) Deanery representative of the council shall be appointed for a three year term by Pastoral Council and will have full voting privileges.
- e) Responsible Parish Ministry Protocol Volunteer Screening Coordinator shall be appointed for a three-year term by the Pastor, and will have full voting privileges.

## **Article VI Meetings**

*Section 1.*

- a) The chairperson of the Pastoral Council shall call a general meeting of the parish:
  - i) Upon receipt of a written request signed by at least 100 members of the parish.
  - ii) When requested by a majority of the Pastoral Council.
- b) Notice of a general meeting shall be publicized two 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 Pastoral Council Chairperson.

Regular meetings of the Finance Council shall be held at least bi-monthly, September to June inclusive, at a place, date and time designated by the Finance Chairperson.

b) All Pastoral 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 chairperson on three 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 chairperson shall call a special meeting of the Pastoral Council upon the written request of at least three members of the Pastoral Council. The request must set out the purpose of the special meeting. The provisions in 3.b) will apply.

d) 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 or Finance Council, a simple majority of the members shall constitute a quorum for the transaction of business. 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. The pastor is not a voting member. The chairperson has a right to vote.

b) In the event of a substantial disagreement between the pastor and the Pastoral Council or Finance Council, the council or committee may appeal to the Archbishop.

c) 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 who is absent from three 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 any position shall be filled by a council appointee, the term of such a member to expire at the next Annual Meeting.

## **Article VIII      Committees of the Pastoral Council**

### *Section 1.*

- a) The standing committees 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 each standing committee 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. However, the committee chairperson shall submit the names of committee members to the Pastoral Council.
- b) Committee member appointments shall be for a period of one year, but members may be re-appointed.
- c) The committee chairperson may appoint a vice-chairperson and a secretary to assist in conducting the business of the committee.

### *Section 4.*

- a) The vice-chairperson of each committee, subject to the approval of the Pastoral Council, 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      Sub-committees of the Finance Council**

### *Section 1.*

The Finance Council may structure sub-committees as deemed necessary and as outlined in the bylaws.

- a) Sections 2, 3 and 4 of Article VIII pertain to the Finance Council.

### *Section 2.*

- a) An annual audited financial statement shall be presented to the Pastoral Council prior to the Annual Meeting for the previous calendar year.
- b) Each standing committee chairperson of the Pastoral Council may submit an itemized financial budget for the following year to the Finance Chairperson by November 1.

**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) Signing officers shall be any two of: the pastor, finance chairperson, treasurer, parish office administrator, chairperson, and vice-chairperson of the Pastoral Council for properly approved disbursements.
- b) No bank accounts may be set up by any Pastoral Council committee or sub-committee without the express permission of the pastor.

**Article XII Bylaws**

- a) Council may make bylaws for the purpose of carrying out the affairs of the parish.
- b) Such bylaws must be consistent with the 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 Meeting.
- b) Two weeks notice shall be given in the bulletin prior to the Annual Meeting regarding a change to the constitution.
- c) The constitution must be easily accessible to all parishioners.

Holy Family Parish  
Regina, Saskatchewan  
Bylaws  
November 2004  
Amended October 2013  
Amended March 2015

It is hereby certified that this is a true copy of the Bylaws of Holy Family Parish of Regina, which was amended in 2015.

\_\_\_\_\_  
Rev. Carlos Jimenez, Pastor

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Donna Stamm, Chair, Finance Council

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**HOLY FAMILY PARISH BYLAWS**  
(November 9, 2004; Amended October 29, 2013; March 29, 2015)

*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:
- a) Liturgy
  - b) Spiritual Enrichment
  - c) Youth
  - d) Communications
  - e) Social Justice
  - f) Deanery Pastoral Council Representative
  - g) Welcome
  - h) Vocation Awareness
  - i) Ecumenical
  - j) Pastoral Care
  - k) Responsible Parish Ministry Protocol Volunteer Screening Coordinator
  - l) Health and Wellness
  - m) Finance

and does hereby designate the following organizations to be represented on the Parish Pastoral Council:

- a) Catholic Women's League
  - b) Knights of Columbus
- b) Chairpersons elected in even years
- Communications
  - Social Justice
  - Welcome
  - Spiritual Enrichment
  - Ecumenical
  - Pastoral Care

Chairpersons elected in odd years

- Liturgical
- Youth
- Pastoral Council Chairperson
- Pastoral Council Vice Chairperson
- Vocation Awareness
- Health and Wellness

*Section 2. Sub-committees of the Finance Council*

- a) The sub-committees of the Finance Council are as follows:
- a) Financial Administration
  - b) Buildings and Grounds
  - c) Stewardship Committee
- b) Sub-committees Chairpersons elected in even years
- Financial Administration
  - Stewardship Committee

Sub-committees elected in odd years  
Buildings and Grounds

*Section 3. Responsibility of Committees of the Pastoral Council*

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

a) Liturgy - The Liturgy Committee is responsible for working with the pastor to provide for meaningful celebrations. The following are examples of the various duties:

- 1) Coordinating lay participation at Mass, such as altar servers, choir directors, organists, ministers of the word, hospitality, Eucharistic ministers and continual concern for the meaningful worship at Mass.
- 2) Obtaining and maintaining church supplies to support proper and meaningful worship.
- 3) Obtaining and maintaining liturgical furnishings and portable equipment, such as candles, flowers, Christmas crib, murals, altar linens, chalices, baptismal equipment, and obtaining and maintaining vestments and altar server surplices and cassocks.

b) Spiritual Enrichment - This committee is responsible for assisting parishioners in the development of their spiritual life through participation in the sacraments and educational programs. For example: Sacramental Preparation, RCIA, Scripture Study, Adult Education, Family Life and Spiritual Growth.

c) Youth - The Youth Committee, in consultation with the youth worker, is responsible for fostering and coordinating the activities for the youth of the parish from the age of twelve and over.

d) Communications - This committee is responsible for developing and maintaining good relationships between parishioners and the parish organizations, other parishes and the public. Some examples are:

- 1) Attend all social functions, special liturgies and sacraments to take photos and/or report on what happened for parish newsletter.
- 2) Develop newsletter including photos and reports on upcoming and past events, interesting articles and friendly gossip.
- 3) Co-ordinate parish photo album every 5 years.
- 4) Provide foyer display of new parish council each year including pictures.

e) Social Justice

The Social Justice Committee is responsible for raising the awareness of the social mission of the parish both within and outside parish boundaries. It is also responsible for the promotion and education of the parishioners on the Church's biblical and social teaching regarding issues of justice and peace. For example:

1) Promoting the work of the Canadian Catholic Organization for Development and Peace, the Social Justice Department and related organizations within the Archdiocese of Regina (i.e. unemployment, agriculture, Developing World and Respect for Life).

2) Respond to local projects, such as programs for the elderly, sick, handicapped and homeless, hungry and any person in need.

3) Responsible for raising the awareness of parishioners concerning those critical social issues which affect all our lives and are drawn from the basis of solid Catholic teaching.

4) Refugee - The Refugee Sub-committee is to assist Holy Family Parish, as the Constituent Group, in Refugee Sponsorships entered into with the Archdiocese of Regina, the Sponsorship Agreement Holder, together with the Federal Ministry responsible for Refugees. The duties and responsibilities of the sub-committee include:

- i) Maintaining contact with the Archdiocese and the Federal Government to ensure that committee members are properly informed about the Refugee Sponsorship Programs.
- ii) Ensuring that the parish allocates sufficient monies to a Refugee Sponsorship Fund prior to entering into any sponsorship agreement.
- iii) Offering assistance to those sponsored as refugees as they make adjustment to life in Canada as required by the Sponsorship Agreement.
- iv) Providing Financial Statements of out-going funds to the Parish's Finance Council as requested by that committee.
- v) Raising the awareness of parishioners about the need to be involved in refugee sponsorship and the related situations in the world that cause people to seek refugee status and the policies of our Government related to people seeking refugee status.

f) Deanery Pastoral Council Representative - The Deanery representative will co-ordinate the exchange of information between the local parish and the other parishes in the deanery. The areas to be reviewed will be a broad cross section of parish life including activities in all active parish committees, with a view to facilitating joint deanery decisions.

g) Welcome - Will welcome new parishioners and make all parishioners feel that they are a part of Holy Family Parish.

1) Visit families who want to be visited.

2) Help in obtaining information for church records.

3) Sponsor social events throughout the year to promote fellowship.  
e.g. a) appreciation b) Easter Vigil reception c) picnic d) funspiel.

4) Develop the parishioners' handbook and keep it up to date.

5) Co-ordinate display boards in foyer.

6) Co-ordinate Coffee Sundays.

7) Archbishop's supper.

h) Vocation Awareness - This committee is responsible for:

- 1) raising the awareness of parishioners with respect to vocations in general; and
- 2) supporting parishioners in discerning their own personal vocation in particular; and
- 3) making the parish aware of the many vocations that are open to parishioners in the priesthood and in the religious; and
- 4) any activity within the parish that relates to the support and promotion of the Lay Ministry Formation Program, especially how it relates to parishioners who were, are or could be involved in the program; and
- 5) developing and maintaining contact with organizations who have similar goals, both within and outside the parish.

i) Ecumenical - The Ecumenical Committee will look for local opportunities for the translation of ideas into deeds. Ecumenical activities and interfaith co-operation should primarily focus on the ordinary experiences in the local parish community and been seen as opportunities for the many, and not the specialty of the few. Some examples are:

- 1) Social Gatherings
- 2) Sharing of News
- 3) Educational and Awareness Opportunities
- 4) Prayer Services
- 5) To be aware of and support other Ecumenical and Interfaith groups (i.e. NW Ministerial Association, Archdiocesan Ecumenical Commission).

j) Pastoral Care - The Pastoral Care Committee is responsible for assisting the pastor in providing the gift of presence to people with health-related pastoral concerns within the parish. It is also responsible for ensuring that those called to this ministry are properly prepared for the specific form of care that they are called to provide. The following are areas of importance for this committee to consider:

- 1) Awareness of Pastoral Care Needs and Services
- 2) Skill Development and Support for Volunteers
- 3) Bridge Between Parishioner, Parish Community, and Pastor
- 4) Ministry to the sick and home-bound
- 5) Co-ordination of the above.

k) Responsible Parish Ministry Protocol Volunteer Screening Coordinator

Under the direction of the Pastor, the Parish Volunteer Screening Coordinator oversees the procedural requirements of the *Protocol for Responsible Ministry* in the parish. The Parish Volunteer Screening Coordinator ensures the appropriate management of all screening documentation.

Activities/Responsibilities

- 1) Participates as a member of the Parish Volunteer Screening Committee with all the responsibilities of that ministry position.
- 2) Liaises with the Parish Volunteer Screening Committee and the Coordinators of each specific parish ministry regarding the collection of screening documentation for all volunteers.
- 3) Provides progress reports to the Pastor.
- 4) Assists Parish Volunteer Screening Committee in carrying out their responsibilities.
- 5) Ensures the appropriate screening documentation of all volunteers in general and high security ministry positions.
- 6) Liaises between the Parish and the Archdiocese of Regina regarding progress reports, program management and support.
- 7) Manages and secures all Parish Volunteer Screening files.
- 8) Attends training session(s) to become knowledgeable of Parish Volunteer Screening Program and for information regarding the administrative functions of this position.

l) Health and Wellness

Health and Wellness Committee is responsible for health and wellness issues and programming for Holy Family parishioners and staff. Including:

- Automated External Defibrillator (AED) maintenance, training, and Public Access Defibrillation (PAD) Program contact
- First Aid kit maintenance
- Workplace Hazardous Materials Information System (WHMIS) training /Material Safety Data Sheet (MSDS) maintenance
- Emergency Preparedness Plan establishment and maintenance
- Other Health and Wellness Programming possibilities for parishioners
- Parish contact for Health and Wellness concerns

*Section 4. Responsibilities of Sub-committees of the Finance Council*

a) Financial Administration - The Finance Council is responsible for supporting the Pastor in the administration of the financial and human resource needs of the parish. Committee responsibilities include:

- 1) Preparing the annual parish budget for approval by Pastoral Council.
- 2) Overseeing all parish accounts and accounting records.
- 3) Approving disbursements in excess of \$500.00, within approved budgets.
- 4) Reviewing all requests for funds not included in the annual budget. Requests in excess of \$500 to be approved by Pastoral Council.
- 5) Monitoring the parish revenue/expenditures and establishing fiscal plans in consultation with Pastoral Council.
- 6) Filing Archdiocesan Annual Report.

b) Building and Grounds - This committee is responsible for:

- 1) The maintenance and operation of the physical plant.
- 2) Any construction, renovation or addition to the parish physical plant.
- 3) Maintenance of insurance coverage and keeping a current inventory of parish fixed and movable property.

c) Stewardship - This committee is responsible for creating awareness of the responsibility of all parishioners to contribute to the parish community in proportion to the treasures, such as time, talent and tithing, that God has bestowed upon each one of us. This includes:

- 1) Coordinating the annual Archdiocesan campaign in the parish.
- 2) Assisting Pastoral Council and Finance Council sub-committees to reach out to new volunteers for the various parish ministries, committees or special projects.