

PARISH PASTORAL COUNCIL GUIDELINES

“Building up the Community of Believers”



Eparchy of Edmonton

Revised May 2021

Table of Contents

Prayer for a Vibrant Parish	1
The Relationship Between the Bishop and Parish	2
Parishes, Pastors, and Parish Pastoral Councils	3
Parishes	3
Pastors	3
Parish Pastoral Councils	3
Elements of a Vibrant Parish	4
Parish Pastoral Council Membership	5
Training and Formation	5
Parish Organization	6
Executive and Responsibilities	6
Parish Committees	7
Committees and their Responsibilities	8
Parish Finance Committee	10
Membership	10
Responsibilities	11
Parish Pastoral Council Meetings	13
Meeting Guidelines	13
Suggested Agenda	13
Annual General Meeting	14
Commissioning Service for the New Parish Pastoral Council	15
Sample Prayer before a Meeting of the Parish Pastoral Council	16
Parish Governance Documents	17
Sample By-Laws	18
Civil By-Laws	23

Prayer for a Vibrant Parish

O Lord Jesus Christ, our Good Shepherd, you became
incarnate to find the lost sheep of your flock and preached
the Gospel so they might recognize your voice.
So also today, graciously look down from heaven upon our parish community, and
send down on it your Holy Spirit that it might be
a place to receive the joy of your Good News.
Strengthen us with your presence, and always gather us together in prayer.
Grant us the spirit of serving others, so that in our parish all
might encounter you, the merciful God.
Bless our spiritual leaders with your wisdom, and inspire us to generously give of
our time, talents and treasure for the building up of your Kingdom.
Unite us in peace and harmony, as befits your community of love.
Instill in us a missionary spirit, and let our parish community shine with the light
of the Gospel, with prayer and good works, inviting all to share in the divine life, so that
your name, O Saviour, may be praised, together with your eternal Father, and your most-
holy, good and life-giving Spirit. Amen.

Молитва «Живої Парафії»

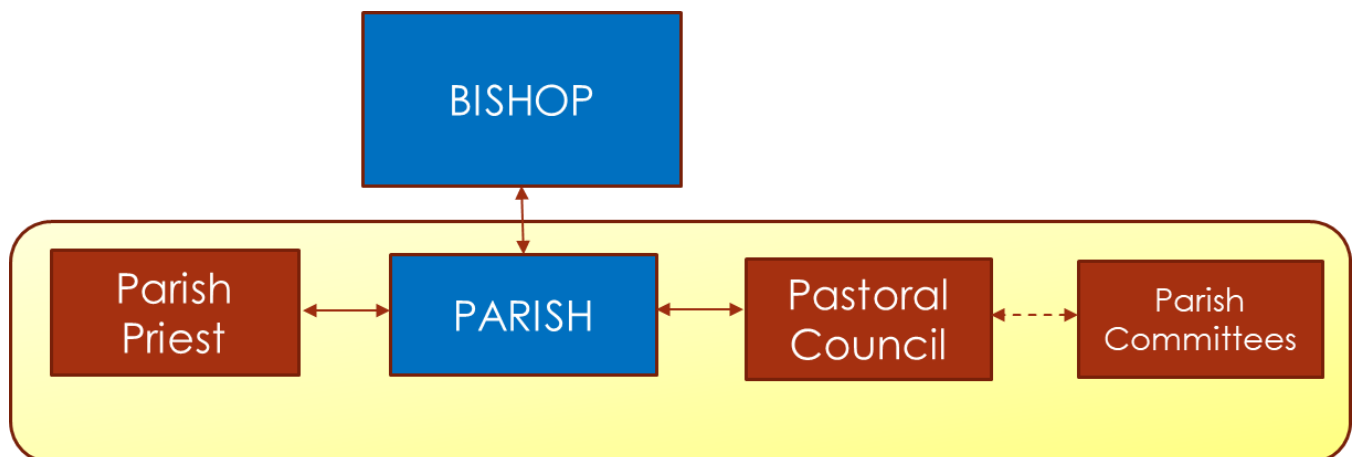
Господи Ісусе Христе, Пастирю Добрий, ти воплотився, щоб
відшукати заблудлих овець стада твого і проповідував євангеліє,
щоб вони вчилися пізнавати голос твій.
І нині споглянь милостиво з небесних висот на нашу
парафію і зішли на неї Святого Духа твого, щоб вона
була місцем пізнання євангельської радості.
Скріплюй нас присутністю твоєю і єднай нас повсякчас у молитві.
Даруй нам духа служіння ближньому, щоб у нашій парафії
кожний міг зустріти тебе, милостивого Бога.
Благослови наш духовний провід мудрістю твоєю і дай, щоб ніхто з нас не
шкодував ні часу, ні талантів, ні земних благ для розбудови твого Царства.
Єднай нас у мирі та злагоді, щоб ми були твоєю спільнотою любові.
Всели в нас місійного духа, щоб ми стали тим світлом євангельського слова,
молитви і добрих діл, що кличе кожного до участі у
Божественному житті, щоб славилось, Спасе, твоє ім'я з
безначальним твоїм Отцем та пресвятим, благим і животворящим
твоїм Духом нині, і повсякчас, і на віки віків. Амінь.

The Relationship Between the Bishop and Parish

Parishes make a vital contribution to the life and mission of the Church and the people of God.

Each parish is an integral part of the Eparchy of Edmonton, under the pastoral guidance and oversight of the bishop.

The parish pastoral council's understanding and support of the relationship between the parish, its pastor, and the bishop is vitally important to the success of the mission of the Church. The parish pastoral council is the link between the bishop and the parish in communicating, supporting, and implementing the ministries, programs and policies of the Eparchy of Edmonton. The mission and goals of the parish necessarily must reflect those of the bishop and the Eparchy.



Parishes, Pastors, and Parish Pastoral Councils

Parishes

Under the leadership of the bishop, and in close communion with him, the parish plays a fundamental role in the Church. It is in the parish that the faithful most frequently encounter Christ through the hearing of Sacred Scripture, catechesis, prayer, liturgy, and service to one's neighbour. In celebrating and participating in the life of our local parish, we celebrate and participate in the life of the entire Church, worshipping and giving glory to God.

Pastors

Under the authority of the bishop, and also in close communion with him, each parish is assigned a pastor who serves as its own shepherd.

The pastor's main responsibilities are to teach, to sanctify, and to govern the parish. In his teaching function, the pastor is to preach the Word of God and to catechize. In his sanctifying function, the pastor is to lead the parish in prayer and to celebrate the sacraments, above all the Eucharist. In his governing function, the pastor is to know his flock and to be a servant to all his sheep. He is to visit the homes and schools of the parishioners in his parish, provide for the needs of the youth and elderly alike, visit the sick, and to serve the poor and needy.

A pastor obviously cannot do all these things on his own. The success of the parish depends greatly upon his ability to discern the spiritual gifts of his faithful and to encourage others to actively participate in the life of the parish.

Parish Pastoral Councils

We are indeed fortunate to have parish pastoral councils in each of our parishes throughout the Eparchy of Edmonton. Simply put, the main responsibility of the parish pastoral council is to work closely with the pastor and to assist him in overall parish pastoral planning and goal setting, as well as in the administrative and financial oversight of the parish.

While the pastor has the primary canonical and legal responsibility for both the spiritual and financial care of the parish and its members, the parish pastoral council is co-responsible in helping to build the parish as a living Christian community and in spreading the Gospel message to all people. In so doing, the parish pastoral council, while acting in the name of all parishioners, does not take away from the responsibility of each baptized parish member for the mission of the entire parish.

Elements of a Vibrant Parish

In their pastoral planning for the parish, the pastor and parish pastoral council are to strive to incorporate the following six elements of a vibrant parish:

1. **The Word of God and Catechesis (*Kerygma*)** – teaching the truths of the faith and their role in everyday life.
2. **Liturgy and Prayer** – enriching the liturgical, sacramental and prayer life for the sanctification of the people of God.
3. **Service to Our Neighbour (*Diakonia*)** – giving attention to those in need, both within the parish and “in the world.”
4. **Leadership – Stewardship** – supporting the ministry of the bishop and the clergy, in cooperation with the laity, in the stewardship of gifts (time, talent, treasure) for the common good.
5. **Communion – Unity (*Koinonia*)** – fostering spiritual unity in the Church of Christ and promoting the unity of all Christians (ecumenism).
6. **Missionary Spirit** – witnessing to a life in Christ, while inviting others to participate.

Parish Pastoral Council Membership

The membership of the parish pastoral council is comprised of:

- the pastor, assistant pastor, deacons, and religious assigned to the parish by the bishop;
- in smaller parishes: three to four or so members of the parish, elected at the Annual General Meeting;
- in larger parishes: five to seven or so members of the parish, elected at the Annual General Meeting; and
- representatives of parish organizations such as the UCWLC, UCBC, UCYC, and K of C.

While these representatives do not ordinarily have voting rights, they may be given voting rights as determined by the parish by-laws.

Members who wish to serve on the parish pastoral council should be:

- actively involved in the faith community;
- willing and able to share responsibility for the parish community;
- willing to grow in an understanding of the Church through training and study of scripture and church documents;
- able to work with others in a spirit of trust and openness; and
- committed to regularly attending and contributing to meetings.

Training and Formation

Parish pastoral council members serve the parish and parishioners best when they understand their roles and responsibilities. Orientation and training are particularly beneficial for all parish pastoral council members, new and returning. The pastor alone, or in collaboration with the Eparchy of Edmonton, should offer workshops on the unique ministry of parish pastoral councils. Parish pastoral council members must be properly screened and trained for ministry according to the Eparchy of Edmonton's Safe Environment Policy, which includes Safe Environment Training as well as the requirement to submit Police Information Checks and Vulnerable Sector Checks, where Vulnerable Sector Checks are required.

Parish Organization

Executive and Responsibilities

In most parishes, the Executive of the parish pastoral council is comprised of the pastor, chair (president), vice-chair (vice-president), secretary, and treasurer. The executive members have the responsibility of guiding, coordinating, and evaluating the responsibilities of the parish pastoral council. Some basic responsibilities of the executive are:

Pastor

- attends and presides at all meetings of the parish pastoral council as a representative of the bishop of the Eparchy of Edmonton, but does not chair the meetings;
- is an ex-officio member of all parish organizations and committees other than the UCYC, UCWLC, UCBC, and K of C, where he serves as spiritual advisor; and
- is a signing officer for the parish on legal and financial matters.

Chair

- organizes and coordinates activities and procedures for the parish pastoral council;
- prepares the agenda for meetings in consultation with the pastor;
- chairs monthly and special meetings;
- communicates regularly with the pastor and other members of the parish pastoral council;
- ensures communication between the parish pastoral council and the parishioners; and
- is a signing officer for the parish on legal and financial matters.

Vice-Chair

- serves as an assistant the chair; and
- assumes duties in the chair's absence.

Secretary

- records minutes of regular and special meetings;
- maintains a roster of members;
- records attendance at all council and parish meetings ensuring quorum;
- handles all council correspondence; and
- communicates regularly with the pastor and chair.

Treasurer

- maintains the financial records of the parish and provides regular financial statements;
- communicates regularly with the pastor and chair; and
- is a signing officer for the parish on legal and financial matters.

Parish Committees

While in some parishes many of the responsibilities of the parish pastoral council are carried out by the members of the council itself, the following are examples of possible committees which may be of assistance to the parish; however not every committee will exist in every parish.

Committees provide an opportunity for parishioners to be involved in the good work of the parish and share their time, talents and treasures.

Standing Committees

- Liturgy
- Religious Education
- Social Justice
- Youth
- Ecumenical and Interfaith
- Vocations
- Family and Life
- Safe Environments
- Finance
- Property Management and Maintenance
- Personnel
- Nominating
- By-laws Review

Sub-committees

- Evangelization
- Budget
- New Building
- Hospitality
- Pastoral Care
- Sacramental Preparation
- Refugee Sponsorship
- Leadership Team
- Bible Study
- Apostolic Life
- Sunday Coffee

Ad hoc Committees

- Fund Raising
- Iconography
- Christmas Hampers
- Youth Rally
- Christian Unity Week
- Parish Praznyk Dinners and Picnics

Committees and their Responsibilities

The following descriptions outline common committees and the responsibilities of each:

Liturgical Committee

This committee is responsible for liturgical matters such as greeters, ushers, altar servers, readers, cantors, choir and Eucharistic ministers. It is also responsible for the preparation and celebration of the Divine Liturgy and other liturgical services, as well as sacramental preparation and post-sacramental care, visiting the sick, the elderly and shut-ins, grief and bereavement. The committee consults with the Eparchial Liturgical Commission.

Religious Education Committee

This committee is responsible for evangelization, Bible study, catechesis for children, youth and adults, and sacramental preparation and post-sacramental care. The committee consults with the Eparchial Religious Education Centre.

Social Justice Committee

This committee is responsible for inspiring and enabling parishioners to work towards a just and loving world by providing education, support, and guidance in addressing social justice issues both within their parish, their neighbourhood and globally.

Youth Committee

This committee is responsible for supporting “youth friendly” faith communities by promoting positive adolescent development, and growth in discipleship and Catholic identity. The Committee will seek to draw young people to responsible participation in the life, mission and work of the parish and community. The committee consults with the Eparchial Youth Commission.

Seniors Committee

This committee serves the spiritual and social needs of seniors. At the same time, it recognizes the gifts and wisdom of the elders of the community and engages this valued experience in the overall parish pastoral plan.

Ecumenical and Interfaith Committee

This committee is responsible for promoting unity amongst Christians and a better understanding of other world religions through prayer, education, dialogue, action and fellowship. Activities might include participating in local events planned for Prayer for Christian Unity Week. The committee consults the Eparchial Ecumenical and Interfaith Relations Commission.

Vocations Committee

This committee is responsible for coordinating the search for those in the parish whom God is calling to serve as a sister, brother, deacon or priest. In collaboration with the pastor and Eparchial Vocations Director, they organize an annual vocations awareness day and develop initiatives to help parishioners respond to a call to the priesthood, diaconate, and religious life.

Family and Life Committee

This committee responds to the pastoral needs of families by providing resources and support for family spirituality, marriage preparation and post-sacramental care, formation for young people, support for the elderly and the domestic church, to help families live out the grace of the sacrament in their daily lives.

Safe Environment Coordinator/Committee

Each parish must appoint a Volunteer Screening Coordinator to assist the pastor and pastoral council in implementing all Eparchial Safe Environment Policies, including the screening and training of volunteers and staff as required in their particular parish, as well as the maintenance of all records and the tracking of all screening and training requirements for all parish employees and volunteers. A Safe Environment Committee may be established to assist the Safe Environment Coordinator, depending on the need/size of the parish.

Finance Committee

A committee established under canon and civil law. Members are selected for their financial expertise. This committee develops budgets and strategies for the fiscal implementation of the parish goals and priorities.

Property Management and Maintenance Committee

As a committee mandated by the Eparchy, this committee ensures that there are regular inspections and maintenance and repair of church property. Any potential problems are identified and corrective action is planned. The committee manages rental and leases of parish property, and acts in an advisory capacity regarding the purchase and sale of property.

Personnel Committee

This committee is involved in the selection of parish employees, for reviewing their work on a regular basis, being attentive to grievances, and ensuring that civil law and church teachings regarding employment standards are adhered to.

Nominating Committee

This committee has the responsibility, together with the pastor, of presenting a slate of candidates for positions on the parish pastoral council at the parish Annual General Meeting. In proposing candidates, the committee should consider those individuals who understand the role of the council and who have the appropriate skills and talents to bring to this ministry.

By-laws Committee

This committee reviews the parish by-laws on a regular basis and brings to the attention of the parish pastoral council any necessary amendments.

Chapters/Councils of National/International Organizations

Organizations in the parish like UCYC, UCWLC, UCBC and K of C are self-governing and self-sustaining. Where they are located, they serve the parish to fulfill the parish's mission, to provide supportive programs and to assist it financially.

Parish Finance Committee

The *Code of Canons of the Eastern Churches* mandates a parish finance committee in each parish (c. 295), which has as its primary function to help the pastor in the administration of the goods of the parish.

The parish finance committee is governed by canon law, Eparchial statutes and guidelines, and civil law.

The pastor represents the parish in all its juridic affairs, both church and civil (c. 290, §1).

Membership

The parish finance committee **should consist of:**

- the pastor
- two to five parishioners with financial background, who are not parish staff or immediate relatives of parish staff

Parish staff may report to the parish finance committee on occasion, but should not be finance committee members as a conflict of interest may arise.

The members of the committee are to be **elected** at a general parish meeting and/or are to be **appointed** by the pastor, keeping in mind the need for financial and administrative experience.

The committee members are to **serve for one to five years** as determined by the needs and resources of the parish. A process of rotation, replacement, re-appointments, and re-election is to be determined by the parish.

The committee members are bound to fulfill their duties in the name of the Church and in accord with the norm of law. Since such duties are to be carried out in the Church's name, they can be considered to be a form of apostolate. As an apostolate, those who share in these duties share, by virtue of their baptism, in the Church's royal mission, the mission of serving.

The members should recall first and foremost that their primary ministry is to support the building up of the parish community, and in turn the mission of the Church, which is to share the Gospel of the Good News of Jesus Christ. Their purpose is not primarily to make a profit, but is to provide resources for the pursuit of the Church's proper ends, such as the ordering of divine worship, providing support for the clergy and pastoral workers, and performing apostolic and charitable works, especially toward the needy. Thus, the temptation to evaluate a situation simply by looking at a balance sheet is to be avoided.

At all times, the members are to carry out their responsibilities with an attitude of stewardship, maintaining the Church's trustworthiness and credibility.

Responsibilities

General Norms

The parish finance committee develops budgets and strategies for the fiscal implementation of the goals and priorities of the parish but does not set parish goals. They are subject to eparchial policies and directives which are issued by the Eparchial Finance Council. All parishes require the permission of the bishop in acts of extraordinary administration.

Custody of Assets

- a) Administer **parish property** in accordance with the eparchial policy and directives.
- b) Prepare a **detailed inventory** of the parish's goods and update it annually.
- c) Ensure that parish properties are properly maintained, and that appropriate insurance coverage is arranged through the Eparchial Insurance Program.
- d) Assist the committee responsible for the monitoring of necessary maintenance of parish buildings and other properties, with special effort in preventative maintenance by providing the financial impact of schedules and timelines.

Financial Planning

- a) **Prepare an annual budget** for both operating and capital expenditures of the parish for presentation to the parish pastoral council based upon:
 - Goals and objectives of the parish as determined by the pastor and the parish pastoral council
 - Input from committees of the parish pastoral council
 - Financial patterns of the parish from previous years
 - Financial estimates for the future needs of the parish

After the parish pastoral council approves the budget, it is presented to all parishioners at a special budget meeting for discussion and approval. The budget approval process ensures that the council has the full support of the parishioners in the financial operational priorities of the parish.

- b) **Examine operating costs** of the parish to ensure that financial resources and goals are compatible and meet with the approved budget. A variance analysis of budget to actual expenditures will help the council make financial related decisions.
- c) **Submit** proposals to the pastor and parish pastoral council based upon:
 - A study of parish revenue
 - Recommendations for maintaining or increasing revenue through fundraising to meet parish objectives and priorities

Financial Management

- a) Determine whether the parish is complying with the intentions of donors who have made donations for specific purposes and communicate the results to the pastor, parish pastoral council and the parish as a whole.
- b) Collect donations and other revenues.

- c) Track donations of parishioners and visitors and, where a parish is designated as a charitable organization, prepare donation receipts.
- d) Repay debts, both capital and interest.
- e) Invest funds securely in accordance with eparchial guidelines.
- f) Keep financial records in order.
- g) Keep financial documents secure.
- h) Publish reports on the financial position of the parish at least yearly.
- i) Share monthly or quarterly and annual financial statements with the pastor and parish pastoral council.
- j) Present to the parish an audited annual account of the parish financial situation.
- k) Request permission from the bishop for all expenditures over \$15,000.
- l) Provide advice on all other acts of extraordinary financial administration.
- m) Complete and submit all forms and requests for information in compliance with government requirements and eparchial requests.

Parish Administration

- a) Observe church and civil law in all matters, paying particular attention to those relating to the hiring of personnel (and payment of salaries) as well as observing the Church's social teaching.
- b) Maintain all records considered confidential (i.e. donations of donors, police information checks).
- c) Secure the bishop's permission before initiating or contesting lawsuits in civil courts.
- d) Observe testamentary (last wills) clauses when goods are left to the parish.

Parish Pastoral Council Meetings

Meeting Guidelines

The parish pastoral council will meet on a regular basis to discuss and make decisions on behalf of the parish. Basic guidelines for meetings include:

- Meet according to pre-set schedules and times (i.e. monthly).
- Begin each meeting with a prayer and/or spiritual reflection.
- Prepare an agenda and distribute in advance. Usually, the pastor and chair will prepare the agenda (see below for an example).
- Start and end meetings on time, being respectful of the council's time.
- Keep clear and concise minutes of the meeting, ensuring that all motions and decisions are recorded. Minutes are to be prepared by the secretary.
- Keep presentation/committee reports brief. Committee chairs should provide their reports to the secretary.
- Allow everyone to speak and share their opinion, while keeping the meeting on track and focused.
- At the end of the meeting, summarize all the action items, noting what is to be done and by whom and when the task/work is to be completed.
- Confirm the date of the next meeting.
- Close the meeting with a prayer.

Suggested Agenda

Regular parish pastoral council meetings are usually scheduled monthly in larger parishes and semi-annual in smaller parishes. The following is a suggested agenda format.

1. Opening prayer
2. Approval of agenda (ask for any additions)
3. Approval of minutes
4. Business arising from minutes
5. New business
6. Committee or ministry reports
7. Pastor's report
8. Education/study time
9. Review of action Items
10. Date of next meeting
11. Closing prayer

Annual General Meeting

The Annual General Meeting (AGM) of the parish should be held approximately two months after the end of the parish fiscal year, which allows time for the nominating committee to identify candidates for vacancies on the pastoral council, completion of financial statements and their review by the audit committee and for the submission of committee reports.

At least two weeks prior to the AGM, notice is to be given to the parishioners, indicating the date, time and place of the meeting. Typically, parish by-laws detail the notice for the AGM, determining quorum and how the voting takes place (simple majority or other).

The following is a suggested agenda format for an AGM:

1. Opening prayer and welcome by pastor
2. Selection of chair and secretary
3. Approval of agenda
4. Approval of minutes from the last AGM
5. Business arising from minutes
6. Annual report of the parish pastoral council chair
7. Annual reports from the parish pastoral council committees
8. Annual financial statements and budget
9. Auditor's report
10. Nominating committee report
11. Elections
12. New business
13. Pastor's remarks
14. Closing prayer
15. Adjournment

Commissioning Service for the New Parish Pastoral Council

The parish consists of a community of people who believe in Jesus Christ as Lord, live the Good News, and celebrate and pray together. Parish leadership relies on prayer.

The following are suggestions for prayers that can be used in the commissioning of the new parish pastoral council.

During the Divine Liturgy, the following petition may be added at the triple ektenia:

Pastor: *For the members of the parish pastoral council who will be commissioned this day, that they may give witness to the presence of Christ in their lives by manifesting faith, hope and love, on behalf of the entire parish community, let us pray to the Lord.*

All: Lord, have mercy. *Thrice.*

During the Divine Liturgy, after the Ambon Prayer (that is, after “Blessed be the name of the Lord now and forever. Amen.”), the pastor invites the members of the parish pastoral council to come forward and to stand facing the parishioners. The pastor then reads the names of the council members and their positions (chair, vice-chair, secretary, treasurer, etc.). The pastor then addresses the entire parish:

Pastor: *Dear friends, these members of the parish pastoral council have been selected to serve our parish community. In sharing their gifts and wisdom, they have the pastoral needs of our entire parish at heart. Let us pray for their perseverance in this important service.*

Dear members of the parish pastoral council, you are called to a most important work in our community. Your duty is to foster the pastoral activity of this parish, to help all of us grow in faithfulness to the Gospel, to be the disciples of Christ that we are called to be. Because of your knowledge and wisdom, you have been chosen to share your insights with one another and with me your pastor for the well-being of our parish community and the building up of the Kingdom of God.

Loving Lord, bestow your (†) blessings upon these members of our parish pastoral council. May your Spirit enlighten their minds and guide their actions that they may be renewed in faith, united in love, and bring to fulfillment the work of your Church for your honour and glory and for the benefit of all your people.

For you are our God, and we are your people and we glorify your name, Father, Son, and Holy Spirit, now, and for ever and ever.

All: Amen.

All: Mnohiji lita (Many Years)!

Sample Prayer before a Meeting of the Parish Pastoral Council

God of Abraham, Isaac and Jacob,
you have called us
to be the servants of your servants –
our brothers and sisters in the parish.
We meet here as their representatives,
and so we ask for the grace of your guidance.
Help us to truly represent them
and not simply ourselves.
May the true needs of our parish
and the common good of all be our concern.
And above all, may your will in these matters
become our will.

Help us who serve in these positions
to remember that all of our concerns are aimed at
the spiritual transformation of our parish-community.
May the matters we shall discuss
not blind us to the primary work of our parish:
the holiness of all its members.

May the Holy Spirit,
who inspired the Pentecost meeting of the apostles,
visit us and grant us the light of Divine Wisdom.

We give glory, thanks, and worship to you, Father, Son and Holy Spirit,
now and for ever and ever. Amen.

Parish Governance Documents

The parish is a juridic person, governed by canon law. That which has been acquired by gift, bequest, devise, donation, or any other means becomes the property of that parish, and in turn the Eparchy, and title or right no longer resides with any person other than the parish, nor does any other person hold a reversion in that property.

The pastor is charged by canon law to manage the temporal goods of the parish. Thus, the parish pastoral council, in its collaborative role with the pastor, operates using by-laws which:

- reflect the nature and the mission of the parish, namely, to share in the mission of the Church;
- state the name and address of the parish;
- contain its structure and operational guidelines;
- outline procedures it follows;
- contain organizations in the parish;
- define relationships;
- allow for innovation to address particular parish needs.

Parish by-laws should be reviewed regularly and updated as required. To amend or change parish by-laws, such changes must be approved by the parish membership and then by the bishop of the Eparchy of Edmonton.

Sample By-Laws

Parishes are to develop their by-laws, and then submit them to the bishop of the Eparchy of Edmonton for his blessing and written approval.

The following sample may be used as a template, and/or adapted to each particular parish and its specific needs.

THE UKRAINIAN CATHOLIC PARISH OF *[full parish name as registered]* *[parish address]*

BY-LAWS

Preamble

We, parishioners, incorporated into Christ through baptism, are constituted the people of God. As such, we are called, each according to his or her own condition, to participate in the teaching, sanctifying and shepherding ministry of Christ, and to exercise the mission which God has entrusted to the Church to fulfill in the world.

The mission of our parish is understood in the light of the mission statement of the Eparchy of Edmonton, which is: “To lead people into an ever-closer communion with the Trinity by together living out the Gospel of Jesus Christ and the teaching and spirituality of the Ukrainian Catholic Church.”

Together with our pastor, we recognize the authority of the bishop of the Ukrainian Catholic Eparchy of Edmonton, and we exercise our ministry in accordance with canon law; eparchial statutes, custom, and the Parish Pastoral Council Guidelines; and the Ukrainian Catholic Parishes Incorporation Act.

Article 1 – Parish Mission Statement

1.1 The mission statement of the Ukrainian Catholic Parish of *[parish name]* is: (refer to Section III. 3. Parish Mission Statements).

Article 2 – Nature and Function

2.1 The parish pastoral council, hereafter referred to as “Council,” is a representative body of the parishioners in this parish, whose purpose is to promote the mission of the Church.

2.2 The Council is the main coordinating and unifying body of the parish and is responsible for overall parish pastoral development, formulating policies and procedures, developing goals and objectives for presentation at the Annual General Meeting, and for reviewing the implementation of those goals regularly.

2.3 The Council, in accordance with the teaching of the Church, shall have a consultative voice. It shall work in close collaboration with the pastor, who is entrusted by the bishop with the pastoral care of the faithful of the parish, and who represents the parish both in canon law and civil law. Through its insights, expertise and prudent advice, the Council will help the pastor identify, implement and evaluate those pastoral initiatives which are best suited to spreading the Gospel message.

2.4 The Council fulfills its responsibility by perceiving a particular pastoral need, studying it with prayer and dialogue, and proposing to the pastor and the parish a way to respond to that need.

2.5 The Council may employ a variety of decision-making procedures, including deferring a decision via a recommendation. These include executive decision, majority vote, minority decision, parish consultation, consensus decision making, and expert decision making.

2.6 Where the parish is civilly incorporated, The Ukrainian Catholic Parishes Incorporation Act permits the parish pastoral council to decide questions at meetings by a majority vote, keeping in mind that the pastor, duly appointed by the bishop, is the head of the parish. Where a meeting is held in the absence of the pastor, decisions made are subject to his approval.

Article 3 – Membership

3.1 The Council shall consist of a minimum of ten members and a maximum of 20 members (OR smaller parishes shall consist of five to ten members), in order to be more effective and less unwieldy.

3.2 All priests, deacons and religious assigned to the parish are ex-officio members.

3.3 Lay Council members must be a member of the parish, willing and able to share responsibility for the parish community.

3.4 One person representing each of the different areas of pastoral ministry in the parish (for example, liturgy, religious education, vocations, ecumenism, youth, finance committee, maintenance) may be selected/nominated to the Council.

3.5 Organizations within the parish which are councils/chapters of a parent organization, for example, UCYC, UCWLC, UCBC and K of C, may each have one representative on the Council. It is for each individual parish to determine if these representatives have voting rights. Such rights must be outlined in their particular parish by-laws.

3.6 The pastor may appoint up to five additional members up to the maximum number of Council members.

3.7 The period of membership shall be for a one-year term.

3.8 A member may be removed from the Council if it is deemed by the executive that, for a serious reason, that member is not able to fulfill the obligations of Council member.

3.9 Any member failing to attend three consecutive meetings without reasonable explanation shall be deemed to have resigned.

3.10 A member who resigns from the Council shall do so in writing.

3.11 Vacancies shall be filled by appointment by the Council for the duration of the term.

Article 4 – Officers and Executive

- 4.1 The pastor of the Council shall be the parish priest duly appointed by the bishop.
- 4.2 The officers of the parish, who form the Council executive are the chair, vice-chair, secretary and finance committee chair, all of whom are elected annually at the parish Annual General Meeting for a one-year term. They shall hold the same position for not more than three consecutive terms; however, they shall be eligible for re-election after an absence of one year or more.

Article 5 – Committees and Sub-Committees

- 5.1 The Council may establish committees and sub-committees to advise it on matters of special pastoral concern. Other people, because of their particular expertise and competence, may be included in these committees and sub-committees.
- 5.2 Each committee shall elect from its members a chairperson and a secretary.
- 5.3 Standing and ad hoc committees shall report to the Council through the chairperson. Sub-committees shall report to their respective committee.

Article 6 – Meetings

- 6.1 The Council shall hold monthly regular meetings with the possible exception of July and August. All meetings shall be called by the pastor or in his absence, and with his consent, by the chair. Where a meeting is held in the absence of the pastor, all decisions are subject to his approval.
- 6.2 Special meetings may be called by the pastor or, in his absence and with his consent, by the chair. At least forty-eight hours of notice of special meetings shall be given to all members. Only those matters pertaining to the stated purpose of the special meeting may be discussed.
- 6.3 An Annual General Meeting of the parish must be held within two months of the fiscal period year-end. Written notification shall be given to the parishioners by being printed in the parish bulletin for at least two consecutive Sundays prior to the meeting.
- 6.4 For all meetings, the chair prepares the agenda in consultation with the pastor. The agenda shall include matters pertaining to the mission of the Church.
- 6.5 Because of the unique nature of the Council, a short period of each meeting shall be given over to prayer and reflection on an appropriate passage from Sacred Scripture.
- 6.6 A quorum shall consist of one-third of the Council membership.
- 6.7 The pastor shall not vote at meetings; however, in the case of a tie, he shall have a casting vote.
- 6.8 Robert's Rules of Order shall govern the proceedings unless determined otherwise.
- 6.9 All meetings shall be held in open session, except for in camera sessions. Parishioners shall be permitted to attend but have no voice and no vote.
- 6.10 The agenda of the parish pastoral council regular meetings shall include:
 - 1. Opening prayer
 - 2. Approval of agenda
 - 3. Approval of minutes
 - 4. Business arising from minutes

6. New business
7. Committee or ministry reports
8. Pastor's report
9. Education/study time
10. Closing prayer

6.11 The agenda of the Annual General Meeting shall include:

1. Opening prayer and welcome by pastor
2. Selection of chair and secretary
3. Approval of agenda
4. Approval of minutes from the last Annual General Meeting
5. Business arising from minutes
6. Annual report of the parish pastoral council chair
7. Annual reports from the parish pastoral council committees
8. Annual financial statements and budget
9. Auditor's report
10. Nominating committee report
11. Elections
12. New business
13. Pastor's remarks
14. Closing prayer
15. Adjournment

Article 7 – Commissioning and Formation of Members

7.1 Council members shall be commissioned during a Sunday Divine Liturgy in the presence of the parishioners whom they represent.

7.2 New Council members shall receive training and formation in their role and responsibilities shortly after their election/appointment. They shall be provided with a copy of the Council by-laws and other pertinent documentation related to eparchial and parish policies and procedures.

7.3 The Council shall arrange for its entire membership an annual day of reflection on the nature and the mission of the Church.

Article 8 – Approval of By-laws and Amendments

8.1 The by-laws shall not be amended, repealed or rescinded except by by-laws adopted by a vote of at least two-thirds of the members present at a parish Annual General Meeting or a special meeting duly called for that purpose.

8.2 The by-laws shall be reviewed annually.

8.3 All proposed amendments to the by-laws shall be presented to the parish pastoral council not less than thirty days prior to the meeting at which such amendments are to be considered and shall be published in the parish bulletin together with the notice of call of such meeting.

8.4 No such by-laws shall have any force or effect, nor shall any committee have any powers until approved in writing by the bishop.

8.5 The approved by-laws are to be made available to the parish members, including being posted on the parish website, where one exists.

Article 9 – Reference to General Norms

9.1 With regard to any matters not treated in the present by-laws, the norms of canon law and civil law shall be applied.

The by-laws were approved at a meeting of the members of the parish on the ____ day in the month of _____ in the year 20__.

Pastor

Parish Pastoral Council Chair

The by-laws were approved by the bishop of the Eparchy of Edmonton on the ____ day in the month of _____ in the year 20__.

Eparchial Bishop

Civil By-Laws

The Christian faithful are subject to the laws of civil society, in addition to the laws of the Church. Thus, the Church recognizes civil law, especially regarding what is to be observed concerning the civil effects of marriage and the administration of church property and goods, where such civil laws are not contrary to divine law or canon law provides otherwise.

In this light, the parish pastoral council is encouraged to take advantage of civil law, especially where the protection of church rights and property are concerned. Refer to “An Act to Provide for the Incorporation of Parishes of the Ukrainian Greek Catholic Church in the Province of Alberta.”

Those parishes of the Eparchy of Edmonton that are civilly incorporated under “An Act to Provide for the Incorporation of Parishes of the Ukrainian Greek Catholic Church in the Province of Alberta” are to keep in mind the various norms contained therein. For easy reference, a copy of the Act follows.

1956 – Chapter 73

An Act to Provide for the Incorporation of Parishes of the Ukrainian Greek Catholic Church in the Province of Alberta

(Assented to March 29, 1956)

Preamble

WHEREAS The Ukrainian Catholic Episcopal Corporation of Western Canada, a corporation incorporated by chapter 191 of the *Statutes of Canada, 1913*, as amended by chapter 83 of the *Statutes of Canada, 1951*, has by its petition prayed that an Act be passed by the Legislature of Alberta to provide hereinafter set forth with regard to the property, rights, and powers of the parishes and missions of the Ukrainian Catholic Church in Canada within the Province as hereinafter mentioned;

AND WHEREAS it is expedient to grant the prayer of the petition;

THEREFORE HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Short title

1 This Act may be cited as “The Ukrainian Catholic Parishes Act”.

Definitions

2 In this Act,

(a) “**Church**” means the Catholic Church of Ukrainian Rite, in communion with the Holy See of Rome;

(b) “**Corporation**” means a parish incorporated under this Act;

(c) “**members**” means Christians who hold public worship according to the dogmas, doctrines, discipline, by-laws, rules, and regulations of the Church;

(d) “**parish**” means a congregation, local church charge, circuit, mission or other local unit for purposes of worship, under the guidance of a priest of the Church.

Incorporation

3 (1) The members of any parish, at a meeting called as hereinafter provided, may, by a clear majority of the votes of the members present at the meeting and entitled to vote, pass a resolution constituting the members of the parish and their successors a body politic and corporate under the name: “The Ukrainian Catholic Parish of”, or “The Ukrainian Greek Catholic

Parish of,” or “The Greek Catholic Parish of” (giving the distinguishing name of the parish).

3 (2) A copy of the resolution accompanied by a certificate of consent in writing under the hand of the bishop of the Church in Alberta and sealed with the seal of The Ukrainian Catholic Episcopal Corporation of Western Canada, and stating that the members of the parish are members of the Catholic Church of Ukrainian Rite in Canada in communion with the Holy See of Rome, and that the parish is a parish of that Church, shall, within six months after the date of the meeting, be filed in the office of the Provincial Secretary.

3 (3) A copy of the resolution, so filed, certified by the Provincial Secretary, shall be received in all cases as *prima facie* proof of the facts and matters therein stated.

3 (4) Fourteen days' notice shall be given of any meeting called for the purposes referred to in subsection (1) and the notice shall state the purpose of the meeting and shall be published in a newspaper having a general circulation in the locality in which the parish is situated.

3 (5) A corporation may be operated in such a manner as to be self-sustaining financially, but shall not be operated for the purpose of being, or so as to be, a source of revenue to members or parishes or to the Church.

Spiritual guidance

3 (6) A corporation under this Act shall be under the jurisdiction of the bishop of the Church in Alberta and his successors in office of the same faith and rite, appointed by the Holy Father, the Pope and preserving in communion with the Holy See of Rome.

Board of Trustees, financial board and organizations

4 (1) Every corporation shall have:

(a) a priest duly appointed by the bishop who shall be the rector of the board of trustees, Church committees and all parochial organizations of the corporation;

(b) an elected board of trustees comprising not less than five members in addition to the rector and the chairman of the board of trustees;

(c) a financial board comprising at least three members who shall act in an advisory capacity; and

(d) any necessary parochial organizations in order to aid the corporation and its good works.

Election of trustees

4 (2) The trustees shall be elected annually for a period of one year by the members present at the meeting and entitled to vote but the trustees may be re-elected.

Members of financial board

4 (3) Members of the financial board may also be members of the board of trustees.

Parochial organizations

4 (4) No parochial organization may be legitimately organized within the parish without the formal approval of the rector.

Calling of meetings

5 (1) All meetings of the members of a corporation shall be called by the rector or in his absence, and with his consent, by the board of trustees.

Approval of priest

5 (2) Where a meeting is held in the absence of the rector all decisions shall be made subject to his approval.

Majority decisions

5 (3) All questions at meetings shall be decided by a majority vote.

Casting vote

5 (4) In case of a tie vote, the rector shall have a casting vote.

Consent of Rector

5 (5) No orders, by-laws, decisions and regulations of any parochial organization shall have any force or effect until the consent of the rector has been obtained.

Signing cheques

5 (6) Cheques issued by a corporation shall be signed by the rector and one of the members of the board of trustees, or where there is no resident rector, by two members of the board of trustees.

Seals, registers and minutes

5 (7) Parochial seals, registers, documents and minutes of the board of trustees, Church committees and religious organizations should be kept in the parish rectory, and possible, in a fireproof safe.

Financial returns

5 (8) Each corporation shall submit detailed annual financial statements to the bishop of the Church in Alberta, and shall open its financial books for inspection to a duly appointed representative of the Ukrainian Catholic Episcopal Corporation of Western Canada.

Purchase of property

6 Every corporation may, with the written approval of the bishop of the Church, purchase, acquire, take, have, hold, receive, possess, retain, and enjoy, property, real or personal, corporeal or incorporeal, necessary for its purposes or any estate or interest therein.

Disposal of property

7 Every corporation may, with the approval of the bishop of the Church, sell, convey, exchange, alienate, mortgage, lease, or demise, any real or personal property held by the corporation whether by way of investment for the uses and purposes of the corporation or not.

By-laws

8 (1) Every corporation may make by-laws, not contrary to law, for:

- (a) the administration, management, and control of the property, business and other temporal affairs of the corporation;
- (b) the appointment of committees for the purposes of the corporation, and the calling of meetings of those committees;
- (c) generally for the carrying out of the objects and purposes of the corporation.

Approval of by-laws

8 (2) No such by-law shall have any force or effect, nor shall any committee have any powers, until the approval thereof in writing of the bishop of the Church in Alberta has been obtained.

Borrowing

9 (1) Every corporation may, for the purposes of the corporation:

- (a) borrow money upon the credit of the corporation;
- (b) limit or increase the amount to be borrowed; and
- (c) make, draw, accept, endorse or become party to promissory notes and bills of exchange.

Validity of promissory notes

9 (2) Every such note or bill made, drawn, accepted or endorsed by the corporation signed by the bishop of the Church in Alberta, or by some other person nominated for the purpose by the bishop of the Church in Alberta, shall be binding upon the corporation, and shall be presumed to have been made, drawn, accepted and endorsed with proper authority until the contrary is shown, and it is not necessary in any case to have the seal of the corporation affixed to any such note or bill.

Requirements for execution of documents

10 Any deed, transfer, mortgage, charge, or other instrument relating to, or dealing with, real estate or any interest therein vested in any corporation, shall be deemed to be duly executed and binding upon the corporation, and shall be sufficient for the purposes for which it is intended, if there are affixed thereto the seal of the corporation attested by the chairman and secretary of the board of trustees and the seal of The Ukrainian Catholic Episcopal Corporation of Western Canada attested by the bishop of the Church.

Returns made by corporation

11 Every corporation shall, when thereunto required by the member of the Executive Council charged with the administration of *The Corporations Act*, make a full return of its property, real and personal, and of its receipts and expenditures for such period, and with such details and other information, as the said member requires.

Members not personally liable

12 No member of any corporation shall be individually responsible for any of the debts, contracts, or liabilities of the corporation.

Government of corporations

13 A corporation formed under this Act shall be governed by such general by-laws as may be made, altered, or amended, by the bishop of the Church in Alberta.

Change of names of parishes formerly incorporated

14 (1) Every parish or mission of the Ruthenian Greek Catholic Church in the Province of Alberta that, before the passing of this Act, became a body corporate under *An Act to incorporate the Ruthenian Greek Catholic Parishes and Missions in the Province of Alberta*, being chapter 83 of the *Statutes of Alberta, 1913*, is continued as a body corporate under this Act, and on, from and after the coming into force of this Act, this Act applies to that body corporate, and the name of each of those parishes or missions is hereby changed by substituting the words “The Ukrainian Catholic Parish of” or “The Ukrainian Greek Catholic Parish of” or “The Greek Catholic Parish of” for “The Ruthenian Greek Catholic Mission of” where those words appear in the name, or for any other name that might have been

given to a parish or mission that derived its existence under the said chapter 83 of the *Statutes of Alberta, 1913*, and the titles to all properties now standing in the name of any such parish or mission shall be amended by substituting one of the names hereby authorized for the original name of the said corporation in such titles.

14 (2) Such change in name shall not in any way impair, alter or affect the rights or liabilities of the corporation or any bequest, gift or donation now made or which hereafter may be made to the corporation whether by its original or its new name, or any suit or proceeding now pending or judgment existing either by or in favour of or against the corporation, may be enforced and continued as if this Act had not been passed.

Appeal

15 *An Act to incorporate the Ruthenian Greek Catholic Parishes and Missions in the Province of Alberta*, being chapter 83 of the *Statutes of Alberta, 1913*, is hereby repealed.

Coming into force

16 This Act comes into force on the day upon which it is assented to.