

HOLY CROSS PARISH CONSTITUTION
for
Parish Pastoral Council and Parish Finance Council

Holy Cross Parish
(Name of Parish Community)

315 Douglas Ave E, Regina, S4N 1H7, Saskatchewan
(Location-Name of City/Town)

March 2024
(Date)

PREAMBLE

This Constitution is subject to the terms and provisions, where applicable, of *An Act to Incorporate the Roman Catholic Parishes and Missions in the Diocese of Regina* and *An Act to incorporate the Archiepiscopal Corporation of Regina* S.S. 1912, Chapter 66 & 67, as amended.

As a charitable organization registered with the Government of Canada, we comply with the following:

1. The organization will be operated without purpose of gain for its members, and that any profits or other assets of the organization will be used solely to promote its purposes.
2. In the event the organization dissolves, after it pays all its debts and liabilities, it will distribute or dispose of its remaining property to qualified donees as described in subsection 149.1(1) of the *Income Tax Act*.
3. It is to be noted that the original purpose of the organization has not changed or been altered since the filing of the original documentation.

ARTICLE I

Mission Statement: *One family of faith living out the message and work of Jesus Christ.*

Vision Statement(s): *We are Christ on earth, bringing Christ to all.*

Values: As a faith community we value:

- All of creation as the work of God.
- Each person as a child of God.
- Scripture as the Word of God.
- Living what we profess to believe.

Goals:

- Meet the needs of our Christian community.
- Celebrate and nurture our faith.
- Promote, support and celebrate all vocations.
- Support and involve youth and children.
- Support lay ministry and parish leadership.
- Reach out to the wider community – to refugees, indigenous peoples, seniors, the home bound and shut-ins.
- Evangelization - To live and spread the good news.
- Acknowledge and support the work of the Truth and Reconciliation Commission's Calls to Action.

Mandate:

With the deeper understanding of Church as the People of God, as taught by Vatican Council II, the baptized, as good stewards, have assumed greater responsibility for the pastoral and spiritual needs of the parish. The Parish Pastoral Council leads parishioners in faith renewal and in pastoral, spiritual and social development of the parish. The Parish Pastoral Council is the primary advisory body in all pastoral matters. The Parish Priest is responsible to the Archbishop of Regina and the ultimate decision maker. The Parish Finance Council works with Parish Pastoral Council and is responsible for the administration of the financial affairs of the parish.

ARTICLE II

Membership for Parish Pastoral Council (PPC):

1. Is to consist of 4 to 15 persons.
2. The parish Priest/Pastor/Administrator shall be a member of the PPC and ex-officio member of all parish committees.
3. From the PPC elected at an annual general meeting, the chair and vice-chair will be determined at the first PPC meeting.
4. The past PPC chair shall be a member of the PPC for a one-year term.
5. The chairs of other parish committees, as described in the Appendix to this Constitution, shall be appointed by PPC elected members. These committees shall meet regularly.
6. Parishioners not members of PPC may co-chair a committee.

Membership for Parish Finance Council (PFC):

1. The parish Priest/Pastor/Administrator shall be a member of the PFC.
2. The PPC chair, and a representative of each the Building & Grounds Committee, collection counters and condo, shall be members of PFC.
3. The parish accountant/bookkeeper shall be a member of the PFC.
4. Additional members are to be appointed by the parish Priest/Pastor/Administrator in consultation with the PPC and PFC.
5. The PFC shall consist of 3 to 5 members who are not staff of the parish.

ARTICLE III

Eligibility for Membership on the PPC and PFC:

1. Be a practicing, confirmed Catholic, and be a minimum 16 years of age.
2. Understand the purpose of the PPC.
3. While a member might be representing a particular group, they are to be committed to the larger mission of the parish.
4. Represent the demographics of the parish.
5. In extenuating circumstances, members may be appointed by the parish Priest/Pastor/Administrator.

ARTICLE IV

Terms of Office:

1. A term of two years is recommended with a maximum of two consecutive terms. Members so wishing may continue for additional terms if agreeable by PPC.
2. Not more than 1/3 of the council should be replaced at one time.

ARTICLE V

Annual General Meetings-Elections-Appointments:

Section 1: Parish Pastoral Council

1. An annual general meeting of the parish shall be held at the decision of the PPC, no later than April of each year, for the purpose of:
 - a) Reporting on the activities of the PPC and its committees during the past fiscal year (January to December).
 - b) Providing to the parishioners an annual financial report and provide opportunity for discussion.
 - c) Electing the members of PPC.
 - d) Amending the Constitution if required.
 - e) Quorum shall consist of electors in attendance.

Section 2: Nominating Committee for Parish Pastoral Council

1. The Nominating Committee should have a minimum of two (2) members.
2. Two weeks prior to the annual general meeting, the Nominating Committee shall submit to the PPC a slate of names to fill vacancies.
3. Call for nominations from the general assembly is done after the slate of names has been read. Prior to submitting nominations, permission from the nominees must be obtained.
4. Candidates shall be elected by a majority. The chair of the Nominating Committee shall cast the deciding vote to break a tie.
5. A scrutineer shall be selected for elections.

Section 3: Appointment of Parish Finance Council

1. The parish Priest/Pastor/Administrator shall be a member of the PFC.
2. Membership shall be as per ARTICLE II of this Constitution.
3. Additional members are to be appointed by the parish Priest/Pastor/Administrator in consultation with the PPC and PFC.

ARTICLE VI

Meetings:

Section 1: Meetings of Parish Pastoral Council

1. Be held monthly except July (and August at discretion).
2. Be called by the chair with parish Priest/Pastor/Administrator approval.
3. Quorum shall consist of half of membership plus one.
4. Agenda will be previously set and circulated by the chair, vice-chair OR parish Priest/Pastor/Administrator.
5. Chaired by the chair or vice-chair.
6. In the event of disagreement between members of the PPC, the decision of the majority of the members present shall be the decision of the PPC.
7. In the event of disagreement between the parish Priest/Pastor/Administrator and the PPC, an appeal may be made by either party to the Archbishop.
8. Strive to achieve consensus.
9. All meetings are open to all parishioners. Parishioners who are not PPC members may speak at PPC meetings. Prior to a PPC meeting, parishioners wishing to address the

PPC shall request to do so in writing to the PPC chair and parish Priest/Pastor/Administrator to obtain permission.

Section 2: Meetings of Parish Finance Council

1. Be held monthly except July and August or as the need arises.
2. Be called by the PFC chair or parish Priest/Pastor/Administrator.
3. Establish and govern a Building & Grounds Committee.
4. Should prepare quarterly reports and must prepare an annual financial report for the annual general meeting.
5. Arrange for payroll, receipt of donations, accounts payable, reconciliation of bank statements, management of investments, completion of annual financial report to the Archdiocese of Regina and a submission of the annual charity return to Revenue Canada.
6. Monitor maintenance of parish buildings and other related properties in collaboration with the Buildings & Grounds Committee.
7. Meet with PPC once a year.
8. In the event of disagreement between members of the PFC, the decision of the majority of the members shall be the decision of the PFC.
9. In the event of disagreement between the parish Priest/Pastor/Administrator and the PFC, an appeal may be made by either party to the Archbishop.
10. Strive to achieve consensus

Section 3: Special Meetings of PPC and PFC

1. May be called by either the PPC or PFC chair, with approval of the parish Priest/Pastor/Administrator, on a minimum three (3) day notice, stating the date, time and purpose of the meeting.
2. May be called upon the written request of a minimum of three (3) PPC or PFC members, with approval of the parish Priest/Pastor/Administrator, stating the date, time and purpose of the meeting.
3. May be called by the parish Priest/Pastor/Administrator with reasonable notice.
4. Only matters pertaining to the stated purpose of the meeting will be discussed and acted upon.

Section 4: Special General Meeting

1. The PPC chair shall call a special general meeting of the parish:
 - a) Upon a written request by at least five (5) members of the parish.
 - b) When requested by the majority of the PPC.

ARTICLE VII

Vacancies:

1. Any PPC or PFC member who is absent from three (3) consecutive meetings without a valid reason or notification given to the either the PPC or PFC chair shall be deemed to have resigned and shall be so notified.
2. A vacancy in the office of a PPC or PFC chair shall be filled by the vice-chair who shall complete the term of the incumbent.
3. A vacancy in the office of vice-chair or any PPC or PFC member shall be filled by nomination requested from the chair to members. Upon acceptance by the nominee and vote of the members, the position will be considered filled.
4. A vacancy may be filled by a non PPC member until the next annual general meeting.

ARTICLE VIII

Access to Records:

1. Members of the PFC and PPC shall have access to all records necessary for the completion of their duties.
2. All members of PPC or PFC who have access to parish records or parish financial records shall sign an agreement of confidentiality.

ARTICLE IX

Signing Authority:

1. Signing officers shall be by two persons, one of whom is to be the parish Priest/Pastor/Administrator and the other either the PFC chair or designate for approved disbursements.
2. A third signing officer may be added to ensure an uninterrupted processing of financial payments.
3. No bank accounts in the name of the parish may be set up by any PPC committee or committee without the express permission of the PFC and parish Priest/Pastor/Administrator.
4. Requests and permissions for bank accounts shall be in writing.

ARTICLE X

Amending the Constitution:

1. Upon notification of the Archbishop or his designate, the Constitution may be amended by a two-thirds majority at the annual general meeting.
2. A notice of two weeks shall be provided to parishioners prior to the annual general meeting regarding amendments to the Constitution.
3. The Constitution shall be made accessible to all parishioners.
4. The Constitution shall be forwarded to the Chancery Office of the Archdiocese of Regina for approval.

APPENDIX – *Mandate and objectives of current PPC and PFC committees*

1. Liturgy Committee
2. Fundraising Committee
3. Pro-Life Committee
4. Hospitality Committee
5. Social Action Committee
6. Personnel Committee
7. Members at Large
8. Catholic Women’s League
9. Knights of Columbus
10. Buildings and Grounds

New committees shall be created as required and noted at the next annual general meeting and added to the Constitution.

The workings of the Parish Pastoral Council and the Parish Financial Council adhere to and follow the *Guidelines for the Parish Pastoral Council and the Parish Finance Council* as decreed by the Archdiocese of Regina, September 2021, as well as Archdiocesan Financial, Building and Cemetery Regulations.

Names and Signatures of Three Directors

1. _____
Printed Name and Signature of Director (PPC or PFC Member)
2. _____
Printed Name and Signature of Director (PPC or PFC Member)
3. _____
Printed Name and Signature of Director (PPC or PFC Member)

APPENDIX – *Mandate and objectives of current PPC and PFC committees*
to the
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Liturgy Committee

Mandate: The Liturgy Committee with the guidance and direction of the Pastor is responsible for providing good and effective liturgical celebrations according to the norms of the Roman Catholic Church which help the people of Holy Cross become active participants in the life of Jesus Christ.

Objectives:

1. Manage Liturgy in general – the Liturgical seasons and specific Liturgical practices.
2. Provide resources, research and training for meaningful and correct Liturgical celebrations.
3. Encourage and support each person in their role in their Liturgical ministry.
4. Review and evaluate the work of the Liturgical committees on a regular basis.
5. Participate in monthly PPC meetings.

Fundraising Committee

Mandate: The Fundraising Committee is responsible for planning and organizing events to raise revenue for parish needs. This revenue will supplement regular contributions from parishioners. Due consideration is to be given to developing the social aspect of the parish community through planned events.

Objectives:

1. Initiate and promote events to raise funds.
2. Maintain records of all activities.
3. Evaluate results and make recommendations for future events.
4. Participate in monthly PPC meetings.

Pro-Life Committee

Mandate: The Pro-Life Committee is responsible for promoting respect for the sacredness of life from conception to natural death. It is to work with organizations such as the Regina and Saskatchewan Pro-Life Associations to achieve its mandate.

Objectives:

1. Review Pro-Life materials for possible action.
2. Submit items of interest for publication in the parish bulletin.
3. Maintain contact with Pro-Life organizations (Sask. Pro-Life and Regina Pro-Life).
4. Promote participation in Pro-Life events.
5. Participate in monthly PPC meetings.

Hospitality Committee

Mandate: Encourage parishioner participation through functions which encourage fellowship and promoting a sense of belonging for all members of the Parish, their families and friends.

Objectives: Coordinate and recruit volunteers for:

1. Annual General Meeting potluck brunch
2. Easter Vigil reception
3. Parish Feast Day potluck brunch
4. All Soul's Mass reception
5. Special occasions as they arise
6. Participate in monthly PPC meetings.

Social Action Committee

Mandate: The Social Action Committee is responsible for the social mission of the Parish and community.

Objectives:

1. Provide information to the parishioners to create awareness on current social justice issues.
2. Plan activities related to social justice issues.
3. Participate in monthly PPC meetings.

Personnel Committee

Mandate: The Personnel Committee is responsible for the personnel policies, procedures and compensation of Parish employees in accord with applicable Labour Standards as established by the Federal and Provincial Governments.

Objectives:

1. Provide leadership with regard to recruitment, selection, hiring and firing, training and evaluation of Parish employees as needed.
2. Committee Chair will be the contact for personnel matters and be the spokesperson regarding personnel matters and have the discretionary right to call a meeting with full or partial membership.
3. Participate in monthly PPC meetings.

Members at Large

Members at large are elected to PPC without portfolio. They agree to serve the Parish by contributing their vision to the discernment work of PPC and assist with parish activities on an ad-hoc basis. Such members are asked to consider accepting appointment to committee vacancies as discerned by PPC, and attend monthly PPC meetings.

Catholic Women's League

Mandate: The Catholic Women's League of Canada is a national organization rooted in gospel values calling its members to holiness through service to the People of God.

Objectives:

1. To unite Catholic women of Canada.
2. To achieve individual and collective spiritual development.
3. To promote the teachings of the Catholic Church.

4. To exemplify the Christian ideal in home and family life.
5. To protect the sanctity of human life.
6. To enhance the role of women in church and society.
7. To recognize the human dignity of all people everywhere.
8. To uphold and defend Christian education and values in the modern world.
9. To contribute to the understanding and growth of religious freedom, social justice, peace and harmony.
10. Attend monthly PPC meetings.

Knights of Columbus

The Msgr. Gerein Council #9859 was chartered on June 16, 1988. Membership is open to all Catholic gentlemen over the age of 18.

Mandate: The Knights of Columbus is the world's most dynamic Catholic fraternal organization.

Objectives:

1. Work in service for the Church and set worthy examples through Knightly acts of charity, devotion and promotion of Catholic values.
2. Participate in activities that involve the entire family and build spirit from within the family.
3. Work with other Knights in meaningful social action programs that comfort the sick, brighten the lives of the less fortunate, aid the handicapped, promote decency, and strengthen the community.
4. Provide a complete portfolio of low-cost life and health insurance.
5. Join other Knights in athletic, cultural and social events which foster and build fraternalism.
6. Attend monthly PPC meetings.

Buildings and Grounds Committee

Mandate: The Buildings and Grounds Committee is responsible for the parish physical plant.

Objectives:

1. Maintenance and operation of the Parish physical plant.
2. Responsible for construction, renovation or additions to the Parish physical plant.
3. Maintain insurance coverage.
4. Keep a current inventory of parish fixed and moveable property.
5. Be familiar with the Archdiocesan Building Regulations (Appendix VII, a. b.).
6. Report to the PFC.