

**CONSTITUTION FOR
Parish Pastoral Council and Parish Finance Council**

Christ the Redeemer Roman Catholic Parish

Swift Current, Saskatchewan

November 5, 2023

PREAMBLE

This constitution is subject to the terms and provisions, where applicable, of The Act to Incorporate the Roman Catholic Parishes and Missions in the Diocese of Regina and the Act to Incorporate the Archbishopal 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 1

The Catholic community was established in 1884. Missionaries served this area from 1897 to 1905 at which time the first resident priest of Sacred Heart parish, Father Claude Passaplan was appointed. Two other pastors came for a short period of time, Father Emile Labbe and Father Albert Dufresne. Father Eugene Cabanel, the fourth pastor of Sacred Heart arrived in 1910 and organized the building of the first church in 1912. In 1940 the parish hall was erected. In 1955, Sacred Heart was rebuilt due to the increased congregation. The city expanded and St. Michael's Parish was opened in 1965. In 1999 the two parishes amalgamated the Parish Councils and in 2001 the finances amalgamated. Later that year St. Michael's church was sold and the two parishes were joined. On July 5, 2009 the first Mass was celebrated in phase one of Christ the Redeemer. The final phase of Christ the Redeemer was completed in 2018.

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 council has evolved to be more of a pastoral council, emphasizing faith renewal and pastoral, spiritual and social development of the parish, and to activate the parishioners so that these are accomplished. The Parish Pastoral Council is the primary advisory or consultative body to the parish priest, who is ultimately responsible to the Archbishop of Regina. The temporalities of material concerns such as finance and buildings are the responsibility of a distinct committee called the Parish Finance Council.

Mission Statement: Seek the Kingdom of God

This means that we intentionally focus on and truly experience a relationship with God through avenues He has provided such as sacraments, prayer and meditating on His word. Sharing faith with others, practical giving and expressing love to others with the gifts we have received brings us closer to God.

Vision Statement: To be a welcoming, inclusive and active parish community providing opportunities for worship, service, fellowship and growth in our Catholic faith.

We envision our Parish to be a thriving, energetic hub of activity where people meet and feel safe to be themselves as they enrich their own lives, and the spiritual life of the Parish through the teachings of Jesus.

ARTICLE II

Membership for Parish Pastoral Council:

1. Is to be 4 to 15 persons (dependent on the number of parishioners in the parish).
2. The parish priest/pastor/administer shall be a member of the Parish Pastoral Council and ex-officio member of all parish committees.
3. The past Parish Council Chairperson shall be a member of the PPC for a one-year term.
4. Other Parish Committee Chairpersons, as appointed from the 4 to 15 elected members.
The Parish Pastoral Council shall consist of:
 - a) The Parish Priest/Pastor or Parish Administer
 - b) An elected Chairperson
 - c) An elected Vice-Chairperson
 - d) Elected Chairperson of all PPC approved standing committees.
 - e) All other duly appointed or elected members as provided by this constitution
 - f) The Past Council Chairperson (optional)
 - g) Appointed representatives from organizations including:
 - Catholic Women's League
 - Knights of Columbus
 - Holy Trinity Catholic School Board Representative
 - All Saints Catholic School will delegate an individual to present a report.
 - Organizations agreed upon by the Parish Pastoral Council.
5. Parishioners may co-chair a committee.

6. A secretary shall be appointed, without voting power, to the Parish Pastoral Council.
7. A married couple can be elected to one position but shall have one (1) vote.

Membership for Parish Finance Council.

1. The Pastor and/or Parish Life Director/Parish Administrator shall be a member of the PFC.
2. Other members are to be appointed by the Pastor/Administrator in consultation with the PPC.
3. The parish Accountant/Bookkeeper shall be a member of the PFC.
4. The PFC shall consist of 3 to 5 members who are not staff of the Parish.

ARTICLE III

Eligibility for Membership in the PPC and PFC.

1. Recommended that the individual be a practicing, confirmed Catholic.
2. Understands the purpose of the PPC.
3. While a member might be representing a particular group, each member is 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 Pastor/Administrator.

ARTICLE IV

Terms of Office:

1. A term of three years is recommended with a maximum of two consecutive terms.
2. Not more than 1/3 of the council should be replaced at one time.
3. Terms of the Chair and Vice Chair may be the same as the terms for Committee Chairs.

ARTICLE V

Annual Meetings-Elections-Appointments

Section 1: Parish Pastoral Council

1. An Annual Meeting of the parish shall be called at the decision of the Parish Pastoral Council, prior to the **31st of March** of each year, for the purpose of:
 - a) Reporting the activities of the parish pastoral council and its committees during the past fiscal year.
 - b) Providing to the parishioners an annual Financial report and provide opportunity for discussion.
 - c) Electing the members of Parish Pastoral Council.
 - d) The Committee Chairs may be elected to particular positions at the PPC AGM
 - e) Electing the Parish Finance Chairperson (*this position may be appointed by the Pastor*).

- f) Notice of the Annual General Meeting must appear in the church bulletin for at least two consecutive weeks.
- g) Annual report will be available two (2) weeks prior to an Annual General Meeting and by request at the office.

Section 2: Nominating Committee for Parish Pastoral Council

1. One month prior to the annual meeting the nominating committee shall submit a slate of names to fill the vacancies on the PPC.
2. The nominating committee should have a minimum of three (3) members.
3. The Nominating Committee may be appointed by the Pastor through consultation with the PPC and PFC
The Chairperson of the Nominating Committee shall chair that portion of the meeting dealing with nominations and elections.
4. Call for nominations from the general assembly. Prior to accepting the nomination obtain the permission of the individual nominated.
5. Voting for PPC should occur by secret ballot.
6. Candidates shall be elected by a majority. The Chair of the Nominating Committee shall cast the deciding ballot to break a tie.
7. Two scrutineers, who are not related, should be appoint for elections.

Section 3: Appointment of Parish Finance Council

1. Chairperson of Parish Finance Council through consultation between PPC and Pastor/Priest (*if not elected at the Annual Meeting*).
2. Three to five other parishioners as committee members.

ARTICLE VI

Meetings

Section 1: Meetings of Parish Pastoral Council

1. Be held once a month except July and August.
2. May be called by the Pastor.
3. Will follow an agenda previously circulated and developed by the pastor, PPC chairperson and one other PPC member.
4. Managed by the Chairperson.
5. Strive to achieve consensus.
6. In the event of substantial disagreement between members of the PPC, a majority of the members present shall be the decision of the PPC.
7. In the event of substantial disagreement between the pastor and the PPC, an appeal may be made to the Archbishop or his designate.
8. All meetings shall be open to all parishioners. Parishioners, who are not PPC members with permission of the PPC chairperson, may speak briefly at the PPC Meetings. Prior to a PPC meeting, parishioners may request in writing, time to address the PPC. The PPC chairperson and pastor will determine if permission to speak is granted.

Section 2: Meetings of Parish Finance Council

1. May be held once a month except July and August or as the need arises.

2. May be called by the PPC chairperson or Pastor.
3. In the event of substantial disagreement between members, a majority of the members present shall be decreed to be the decision of the PFC.
4. In the event of substantial disagreement between the pastor and the PFC, an appeal may be made to the Archbishop or his designate.
5. Should prepare quarterly reports and must prepare an annual report for parishioners.
6. Establish a Building and Grounds committee.
7. Arrange for payroll, receipt of donations, accounts payable, reconciliation of bank statements, completion of Annual Financial Report to the Archdiocese of Regina and a submission of the annual charity return to Revenue Canada.
8. Monitor maintenance of parish buildings, cemeteries and other related buildings and properties in collaboration with the Buildings and Grounds committee.
9. The Pastor may appoint a consultant(s) to the PFC, if deemed necessary.

Section 3: Special Meetings of PPC and PFC

1. May be called by either the PPC or PFC chairperson on a three (3) day notice to each member, stating the date, time and purpose of the meeting. The pastor/administrator must be notified in advance of the special meeting.
2. May be called upon the written request of at least three (3) members of the PPC or PFC, stating the date, time and purpose of the meeting.
3. May be called by the pastor/administrator with sufficient notice.
4. Only matters pertaining to the stated purpose of the meeting may be discussed and acted upon.

Section 4: Special General Meeting

1. The chairperson of the PPC shall call a general meeting of the parish:
 - a) Upon receipt of a written request signed by at least 40 members of the parish.
 - b) When requested by the majority of the PPC.

ARTICLE VII.

Vacancies

1. Any member of the PPC or PFC who absents themselves from three (3) consecutive meetings without a valid reason or notification given to the either the PPC or PFC chairperson, shall be deemed to have resigned and shall be so notified.
2. A vacancy in the office of a PPC or PFC chairperson, shall be filled by the vice-chairperson, who shall complete the unexpired term of the incumbent.
3. A vacancy in the office of vice-chairperson or any other PPC or PFC member shall be filled by an appointee. The term of such member will expire at the next annual 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 pastor and the other either the PFC chairperson or designate for properly approved disbursements.
2. A third signing officer may be added to ensure the smooth flow of financial payments.
3. No bank accounts in the name of the parish may be set up by any parish council committee or sub-committee without the express permission of the pastor. The request and permission for additional bank accounts shall be in writing.

ARTICLE X

Advisory Committee

The Pastor may appoint a group of three to five parishioners to serve as an advisory committee when deemed necessary by the Pastor. This committee will serve at the call of Pastor.

ARTICLE XI

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. Two weeks' notice shall be provided to parishioners prior to the annual general meeting regarding the change to the constitution.
3. The constitution should be made easily accessible to all parishioners.
4. The constitution shall be forwarded to the Chancery Office of the Archdiocese of Regina for approval.

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)