Archdiocese of Regina

GUIDELINES

PARISH PASTORAL COUNCIL
&
PARISH FINANCE COUNCIL

April 2010 Revision
April 21, 2010

Reverend Father, Parish Minister and People of God:

It is with joy that I promulgate today these Parish Pastoral Council and Parish Finance Council Guidelines for the Archdiocese of Regina. They become the official norms by which your parish pastoral council and parish finance council is to be regulated. It is my sincere hope that together with pastors, many faithful, through the parish pastoral councils, will commit themselves to fostering pastoral action in our parish communities. The pastoral council can become an eloquent expression of communion, co-responsibility and zeal for the spreading of the Good News.

I wish to remind all that Canon 537 prescribes as a rule for the Universal Church that, “in each parish there is to be a finance council”. The finance council will be ruled by the universal law, the archdiocesan financial regulations and by the norms laid down in these guidelines.

I want to express my gratitude to all who contributed in the revision of the March 1988 guidelines, giving us updated guidelines both for Pastoral Council and Finance Council in our parishes. I trust these will assist you in updating and revising your parish constitutions. May they be helpful to you in living out the gospel message and in sharing in the responsibility of sanctifying, teaching and governing the Church in the local parishes.

As the Archdiocese of Regina marks one hundred years of ‘Faith Alive: Celebrating our Past and Hope for our Future,’ may God’s Spirit give us continued strength and guidance as we strive to serve the Church and the world.

Devotedly yours in Christ,

[Signature]

a Daniel J. Bohan
Archbishop of Regina
DECREE

In accordance with the prescriptions of Canon 536 #1, the undersigned Archbishop of Regina hereby decrees that a pastoral council is to be established in each parish of the Archdiocese; "in each parish" to be understood here as meaning, "in each ecclesial community" of the diocese, even in those which were at one time referred to as missions.

Given at Regina this 19th day of March, 1988

[Signature]
Archbishop of Regina

[Signature]
Chancellor
GUIDELINES FOR THE ARCHDIOCESE OF REGINA

PARISH PASTORAL COUNCIL & PARISH FINANCE COUNCIL

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INTRODUCTION

When parish council guidelines were published in 1977, the Archdiocese committed itself to review the guidelines in keeping with Archdiocesan needs. In the past forty years, changes have indeed occurred in the Archdiocese which require examination. In the guidelines published in 1988, particular attention was paid to the Task Force on the Vision of the Church (1984) which called on the Archdiocese to examine its structures. More recently, the Vision Quest Process (2001, etc.) encouraged a review of the document. The documents which follow are an update to that call of the Task Force on the Vision of the Church (1984), the Vision Quest Process (2001) which formed the basis for the Archdiocesan Pastoral Plan (2009) and our understanding of Stewardship as a way of life for Christians (2008).

The introductory paragraph from the previous guidelines bears repeating along with a renewed understanding of Stewardship to which all Christian are called:

Everyone belongs to the family of God and has a role to play in that family. God, our Father, chose to share His love with us. Jesus Christ, His Son, has made known to us by His life and word this great message of love. This is called “The Good News”. And all Christians are called to stewardship. As stewards, we recognize that all we have comes from God. Our possessions are given to us in trust. And as good stewards know, we are to cultivate these and return them with increase to God. Through our faith commitment to baptism, all have the responsibility of living this life of love and of bringing it to the people of God. As stewards, we use our unique gifts to build up the Church. This leads people to share the mission of the Church: proclaiming, teaching, serving, and sanctifying. We know we cannot do all things, but we can do what our gifts lead us to do. Thus, each one of us has the commission and task of bringing this Good News to the people of God in the Christian community. The Spirit of God is with us in this task. Every task-oriented community needs organization to accomplish its work so that all the persons and resources dedicated to the task can be used to the best advantage. Parish Pastoral Councils and Parish Finance Councils provide clergy, laity and religious with the necessary organizational structure to carry out the task in a parish.

Many parishes of the Archdiocese of Regina have more than forty years experience with Parish Pastoral Councils and Parish Finance Councils. These Councils were envisioned by the Second Vatican Council in the ‘Decree on the Apostolate of the Laity,’ so that all Christ’s faithful, not only the clergy and religious, would share in the responsibility of sanctifying, teaching and governing the Church.

Pope John Paul II in the promulgation of the new Code of Canon Law (1983), gives a clear emphasis of the pastoral aspect of parish council. To attain this, the material aspects – finance and buildings – have been separated from the pastoral ministry of the Church, and have been placed in a servant role to the pastoral needs of the Church community. This is indeed a step in the right direction because often more concern has been expressed over finances and the parish plant than on the real purpose of the Church and its ministry.

The laity are called with priests to fulfill that responsibility for liturgy, catechesis and pastoral care of the sick and elderly if the Church is to remain strong. Parish pastoral councils and parish finance councils are needed to organize the faithful to carry out those responsibilities. Therefore, as consultative bodies, it is critical that members of the Pastoral Council and members of the Finance Council work in cooperation with each other to bring about a life giving parish community.
As we review these guidelines for Parish Pastoral Councils and Parish Finance Councils, it may be worthwhile to reflect on the notion of consultation within the church. Canon 536 tells us that pastoral councils have a consultative vote. Unfortunately, this has been a source of much misunderstanding on the part of both the parish priests and council members. This misunderstanding often arises from the fact that we in North America give the word ‘consultative’ a narrow legalistic interpretation, which is often understood as “I will ask for your advice, but do what I want.” But because we are dealing with Canon Law we must understand ‘consultative’ as an ecclesiastical category with its own history in the church.

If we look through the code of Canon Law, we find many references to consultative bodies in the church, and often a consultation with them is necessary for the validity of an act.

The history of consultation in the church begins in Acts chapter 6:1-4 and chapter 15, with the appointment of deacons. We also find it in the Council of Jerusalem. It continued in the early church with the election of bishops. Vatican Council II reaffirms the participation of the “People of God” in the priestly, prophetic and kingly mission of the church. The church is very conscientious in following the consultative process in defining doctrines of the faith, such as the Immaculate Conception in 1854 and the Assumption of Mary in 1950.

Consultation can only make sense if it takes place within the context of faith, which constitutes the community of believers. The identity of the community celebrated at the Eucharist must remain intact when it gathers around a meeting table.

Consultation can only be carried out in the context of common discipleship. There are no degrees of discipleship, but we are all disciples of the one Lord. In this light, consultation is one disciple consulting with another seeking to tap into the diversity of gifts, roles and functions within the Church. Consequently, consultation strengthens the bonds of discipleship. Using St. Paul’s image of the “Body of Christ,” we all work together for the common good.

Finally consultation takes place within the context of the call in possession of the spirit and the common mission of the baptized (1Cor. 3:8) and a common pilgrimage. Consultation takes place in a context where both the disciple who consults and those who are consulted have an imperfect knowledge, an imperfect vision and an imperfect holiness. Consequently, such consultation requires a disposition to change that which needs to be reformed and renewed. The pilgrimage is a common search among “sinners,” who “now see in a mirror dimly.” Well they may have a part of the truth, they have not found it all, if they had, the pilgrimage would be over.

Parishes must be organized to operate as a faith community, with or without a resident priest; and they should be organized so as to lessen the burden placed on those clergy who are asked to assume responsibility for additional parishes.

The structures in the Archdiocese which are working as a team are the Council of Priests, Archdiocesan Pastoral Council, Deanery Pastoral Councils and Parish Pastoral & Parish Finance Councils.
The new Code of Canon Law (Canon 536 & 537) refers to parish pastoral councils and parish finance councils:

**PARISH PASTORAL COUNCILS:**

Canon 536 of the New Canon Law (1983) states:

§1 If, after consulting the council of priests, the diocesan bishop considers it opportune, a pastoral council is to be established in each parish. In this council, which is presided over by the parish priest, Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.

§2 The pastoral council has only a consultative vote, and is regulated by the norms laid down by the diocesan Bishop.

The Canons outline the basic nature of councils. The material which follows is meant to assist councils to form their own specific constitutions without altering their basic nature.

It is also highly recommended that the reference documents listed in Appendix IV be studied to gather further insights on the nature of councils.

**PARISH FINANCE COUNCIL:**

Canon 537 of the New Canon Law (1983) states:

In each parish there is to be a finance council to help the parish priest in the administration of the goods of the parish, without prejudice to canon 532. It is ruled by the universal law and by the norms laid down by the diocesan Bishop, and it is comprised of members of the faithful selected according to these norms.

**PURPOSE FOR GUIDELINES**

The purposes for these guidelines are:

1) To assist in the formation of parish pastoral councils which can respond creatively to the distinctive pastoral needs of parishes, while maintaining the important function of finance councils.

2) To provide a degree of uniformity to the structure of parish pastoral councils and finance councils throughout the Archdiocese.

3) To assist functioning pastoral councils and finance councils to be more effective.

4) To serve as an update for parish councils and to encourage creativity in keeping with the vision of the Church.

5) To delete and correct customs, rules and regulations contrary to the Code of Canon Law.
APPLICATION OF GUIDELINES

According to the decree, dated March 19, 1988, of Archbishop Halpin, each parish must form a pastoral council. Exceptions to this decree must have the explicit approval of the Archbishop.

According to Canon 537, each parish must have a finance council.

Cooperation between pastoral councils of communities under one pastor should be fostered. A structure may be desirable.

These guidelines will be reviewed periodically by the Archdiocese and changed in keeping with Archdiocesan needs.

The guidelines are of a general nature to allow a certain amount of adaptation to local needs, but are to be followed in principle so that they are authentic and the value of uniformity is not lost. Uniformity is warranted because of the normal movement of priests and laity in the archdiocese.

PARISH PASTORAL COUNCIL & PARISH FINANCE COUNCIL

A. Nature of a Parish Pastoral Council

Part of the nature of the parish pastoral council concerns the pastor-people relationship. This relationship may extend to a lay person who may serve as a pastoral assistant, or one who administers the parish in cases where there is no resident priest.

The people of the parish have to see themselves as co-responsible with the pastor for the life of the church.

Every pastor has responsibilities to church law and to the archbishop which are his alone. But the pastor can involve the parishioners in many areas of shared responsibility without being in conflict with the pastor’s special responsibilities. By the same token, the laity should not expect the pastor to be present to make a meeting, function or ministry legitimate. The laity should be able to exercise its ministry and leadership without a priest present. This means that the pastor has to trust and empower lay ministers, councilors and committee leaders. The pastor and laity should strive for consensus in determining parish pastoral programs and action.

Indeed, the responsibility of all concerned is to develop a relationship of trust, mutual respect, cooperation and cordiality, without limiting initiative and creativity.

The parish pastoral council brings together lay people, religious and the pastor to work together to build the parish as a living Christian Faith community. The parish pastoral council members should care about the pastoral needs of their parish, of other communities in the archdiocese and of the universal church. They should strive to bring the Gospel message to all people in their neighbourhood.

Through prayer, reflection, planning, animation and action, the parish pastoral council is the place where those ministries or services are brought forth that are needed for the
growth of a living parish community. Thus the parish pastoral council must carefully consider the needs of the faithful and search within the community for the means to respond properly to those needs.

B. **Guiding Principles for a Parish Pastoral Council**

1. The parish pastoral council is the primary consultative body in the parish in all pastoral matters and in carrying out the Church’s mission in the parish. The pastor is the ultimate decision maker.

2. Council should strive to achieve consensus so that voting will rarely be necessary. However, where a vote is needed, the result should be determined by simple majority.

3. Council should see itself as a community of believing leaders who are selected by the parish members to discern in prayer the needs of their parish.

4. Each meeting should begin with a substantial prayer time or a Mass. Council should pray at times of difficulty or disagreement, or when discernment or reconciliation is needed.

5. Council’s main concern is to set policies and goals. Paid workers, volunteers and committees carry out actions or objectives in cooperation with the pastor.

6. Council should strive to be visionary. From time to time, the council should block out a significant time, such as a retreat, for this purpose.

7. There should be a plan to provide for the ongoing education of council members. The most important requirement is the development of communications skills. The archdiocese can help with courses such as “Myers-Briggs Type Indicator” and “Models of the Church”.

8. There should always be an agenda prepared in advance by the chairperson in consultation with the pastor and circulated to the council members. It may be desirable to publicize the agenda.

9. Council should carry out a needs survey after a council is organized in a parish. Council should consider ways and means to fulfill all the pastoral needs. Assessment of how well the needs are being met should be carried out at least every five years; this may involve a new needs survey.

10. Council should encourage the formation of ‘ad hoc committees’ to attain short term objectives.

C. **Nature of the Parish Finance Council**

The parish finance council, mandated by Canon 537, is at the service of the parish pastoral council. It is responsible for the administration of the financial affairs of the parish, being governed by universal law, the archdiocesan financial and building regulations and by the norms laid down in these guidelines.

Generally, the finance council should strive to coordinate all committees and activities
relating to the temporal or material matters of the parish and bring the coordinated view to the pastoral council. In turn, the finance council should be sensitive and responsive to the needs for financial support identified by the pastoral council.

The finance council should see itself as the steward of parish material resources.

The finance council should consist of the pastor and at least two other members. In large parishes, the committee may require several sub-committees. The finance council should meet with the parish pastoral council at least twice a year. One such meeting is necessary to set the budget. When the finance council meets with the parish pastoral council, two separate agendas should be prepared, one for the pastoral matters and one for the financial.

In parishes where the same persons serve on the pastoral council and finance council, separate agendas are to be followed in two separate meetings, even if held on the same day.

**D. Specific Roles Within a Parish Pastoral Council**

Roles on the council may be considered as follows:

**Pastor**

The pastor, or other person designated by the bishop to provide the pastoral leadership in the parish, keeps the council goals and vitality in the forefront and together with the council chairperson, is responsible for calling council together. Since the council is a consultative body, the pastor or other person designated, should not participate in the voting.

**Chairperson**

The chairperson animates and chairs the meetings so that members are encouraged to participate actively and speak freely. The chairperson will strive to make the council active and concerned about its responsibilities. The chairperson has a right to vote.

**Secretary**

The secretary may fulfill an extensive technical role for council. Preferably, this person is an appointed recording secretary, and therefore not a voting member of the council and not subject to the term of service (Page 10, a). However, some councils may wish to choose a secretary from the elected members, in which case this person has a vote and is subject to the term of service.

**Other Roles**

1. **Committees**

Although the number and size of the committees required to plan and implement parish activities will vary depending upon the size and age of the parish, it is essential that the committees are formed and an active committee membership maintained. A list of possible committees including suggested responsibilities is outlined in Appendix II.

In order to provide good coordination between organizations working within a parish, the parish pastoral council should consider:

a) Inviting organizations to be represented on the council; i.e., C.W.L., K of C, Parish Men’s Club, etc..
b) Inviting organizations to be represented on one or more of the council committees; i.e., K of C, on Spiritual & Adult Faith Formation; C.W.L. on Social Justice Committee, K for J on Youth Committee, etc.

c) Inviting an organization to carry out the responsibility of one or more of the council committees; i.e., the Men’s Club could assume the role of Building & Grounds Committee.

The committee’s role is to plan and, with approval of council, implement activities or projects within their area of responsibility.

The responsibilities of each committee will vary from parish to parish and from year to year within a parish. Committee responsibilities should be outlined in the Parish Bylaws (see Appendix II). They should be revised to suit the needs of the parish and adopted by the council in order to reduce duplication and promote harmony. Some larger parishes have found a parish questionnaire effective in identifying interested laity.

2. Deanery Representation

Election
Parish representation on the deanery pastoral council shall be determined by appointment of the parish pastoral council. This person is a member of the parish pastoral council during the term of appointment.

Eligibility
The representative must be an active member of the parish. This person should have previously served on the parish pastoral council or be a member of the parish pastoral council.

Term of Service
The term of service of the representative shall be established by the parish pastoral council.

E. Authority

A pastor must accept responsibility for initiating certain diocesan policies and programs in the parish. It is important that the council become aware of these responsibilities and sensitive to its role in keeping parish goals in harmony with policies established at the diocesan level.

If the pastor and lay members of council disagree radically the council may appeal to the Archbishop.

F. Composition

A parish pastoral council should be made up of the pastor, a council chairperson, secretary, committee chairpersons, representatives of organizations active in the parish and, if desired, the past council chairperson. It may also be advantageous for the finance chairperson to be at some parish pastoral council meetings. If couple participation is preferred, insert chair-couple for chairperson.
G. **Eligibility**

Any parishioner fully initiated in the Catholic Church and sixteen years of age or over shall be eligible to serve on the parish pastoral council. Although committee members must be interested and active parishioners, they should also be representative of the entire parish community, i.e., age groups, gender, races, etc.

The term **parishioner**, for the purposes of eligibility for service on the parish pastoral council, describes a person living within the boundaries of the parish in question, or, if living outside the boundaries, is registered as a parishioner, and worships regularly with the parish community in question.

H. **Elections**

The council members are elected at a Parish Annual Meeting, or by any other suitable election mechanism, and are responsible to the parish membership.

Alternatively, council members selected by a nominating committee may be ratified at the Parish Annual Meeting or by any other suitable meeting.

The committees are filled by appointment by the new committee chairperson or as per Appendix I, Article VIII.

I. **Term of Service**

The term of service for council members should be included in the constitution and should be for a minimum of two, but preferably three years with a maximum of two consecutive terms served.
ARCHDIOCESAN MODEL

of a

CONSTITUTION FOR

PARISH PASTORAL COUNCIL

and

PARISH FINANCE COUNCIL

APRIL 2010
Article I - Mission Statement

(This gives some of the background, history and purpose of the parish - an example is provided.)

Insert a first paragraph about the parish history.

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 or material concerns such as finance and buildings are the responsibility of a distinct committee called the parish finance council.

Article II - Mandate

The Code of Canon Law (1983) states that
1.) a pastoral council (Canon 536) is to be established in each parish if considered opportune by the Diocesan Bishop.
2.) a finance council is to be established, which is obligatory (Canon 537).

As a parish community we are complying with the will of the Archbishop of Regina, as decreed in the revised guidelines (April 2010).

Article III - Composition

A. Parish Pastoral Council

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

Section 2. The pastoral council shall consist of:
   a) The parish priest/pastor or parish minister
   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 (optional)
Section 3. Positions may be held by married couples.

B. Parish Finance Council (in smaller parishes this council may be made up of some of the same persons as the pastoral council)

Section 1. The parish priest/pastor shall be a member of the 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).

The 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 and/or finance council or any committee. Refer to Guidelines, page 9, item G.

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 (31st) 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 three (3) members, one of which should be appointed by the finance council. These members shall:

a) One (1) month prior to the annual meeting, submit to the council a slate of names to fill the vacancies on the pastoral council & finance council.

b) For any positions not filled in the slate, call for and accept nominations from the floor at the annual meeting, provided that such nomination is made with the consent of the nominee. The chair of the nomination committee shall chair that portion of the meeting dealing with nominations and elections. Voting shall be by secret ballot. Candidates shall be elected by a clear majority. The chair of the nominating committee shall cast the deciding ballot to break the tie.

c) For the elections, appoint a minimum of two scrutineers, who are not related.
Section 3. **Term of Service:**

a) The chairperson and vice-chairperson shall be elected for a two-year renewable term of office. (The chairperson and vice-chairperson should have pastoral council experience.)

Standing committee chairpersons shall be elected for a two-year term at the time of the annual elections. Half of the council should be up for election each year.

(A three-year cycle may be employed. In that case, the term for chairperson and vice-chairperson would be three years, with one-third of the council elected each year).

b) The secretary of the pastoral council shall be appointed by the chairperson of the pastoral council, and shall have no voting privileges.

(Section 3 b) may be written to provide for an elected secretary with 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 __________ members of the parish.

(ii) When requested by a majority of the Pastoral Council.

b) Notice of a general meeting shall be publicized at the Sunday Eucharist or Lay Presided Service two (2) weeks in advance of the date selected.

Section 2. a) Regular meetings of the pastoral council and finance council shall be held at least monthly, September to June inclusive, at a place, date and time designated by the chairperson.

(Pastoral councils in smaller parishes may meet every second month.)

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 a three (3) day notice to each member, stating the date, time 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 (3) members of the pastoral council. The request must set out the purpose for the special meeting. The provisions in 3b) will apply.
d) The pastor, if he deems necessary, may call with sufficient notice, a special meeting of the pastoral council or finance council.

Section 4. a) At all meetings of the pastoral council and finance council, a simple majority of the members shall constitute a quorum for the transaction of business. 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 substantial disagreement between the pastor and pastoral council or finance council, the pastoral council or finance council 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 or finance council who absents him/herself from three (3) consecutive meetings without a valid reason and notification given to the chairperson, shall be deemed to have resigned and shall be so notified.

Section 2. a) A vacancy in the office of chairperson shall be filled by the vice-chairperson, who shall complete the unexpired term of the incumbent.

b) A vacancy in the office of the vice-chairperson will be filled by appointment by the pastoral council or finance council accordingly.

c) Vacancies in positions other than those mentioned above 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 and 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 for approval.
b) Committee member appointments shall be for a period of one (1) year, but members may be reappointed.

c) The committee chairperson will appoint a vice-chairperson and 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 - Committees of the Finance Council

Section 1. The finance council may structure committees as deemed necessary and as outlined in bylaws.

a) Section 2, 3 and 4 of Article VIII also pertain to the finance council (with reference to pastoral council changed to 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 is to submit an itemized financial budget for the following year to the finance chairperson. (December 1 is suggested)

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 by two persons one of whom is to be the pastor and the other either the finance council chairperson, or those designated for properly approved disbursements.

b) 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.

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 this constitution.

c) New bylaws or changes in old bylaws passed during a council term shall be reported to the annual general meeting which concludes that term of office.

**Article XIII - Amending the Constitution**

a) The constitution may be amended by a two-thirds majority at the annual general meeting.

b) Two weeks’ notice shall be given in the bulletin prior to the annual general meeting regarding a change to the constitution.

c) The constitution must be easily accessible to all parishioners.
SUGGESTED BYLAWS

Section 1. Committees of the Pastoral Council

B) 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) Stewardship
c) Spiritual and Adult Faith Formation
d) School of Religion
e) Youth
f) Vocation Awareness
g) Social Justice
h) Ecumenism
i) Communications and Public Relations
j) Pastoral Care
k) Deanery Pastoral Council

and does hereby designate the following organizations that may exist in the parish, to be represented on the parish pastoral council:

a) Catholic Women’s League
b) Knights of Columbus
c) Men’s Club
d) Altar Society
e) Catholic Youth Club
f) Etc.

B) (The bylaws should define how the election of committee chairpersons rotates, i.e. even and odd years.)

Section 2. Committees of the finance council are as follows:

A) The finance council being entrusted with the parish goods and property (temporal goods) in conjunction with the pastor hereby designate the following committees to carry out its responsibilities:

a) Financial Administration
b) Building & Grounds
c) Hall (as required)
d) Catering (as required)
e) Cemetery Committee (as required)
f) Others as required

Representation on the finance council may include: A member of Catholic Women’s League, Knights of Columbus, Men’s Club, Etc.
Section 3. Responsibility of Committees of 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 in cooperation with the pastor is responsible to provide for meaningful liturgical celebrations. The following are examples of the various duties:

1) Coordinating lay participation at Mass, such as altar servers, ministers of music, lectors, extraordinary ministers of the Eucharist, ministers of hospitality, etc., and continual concern for the meaningful worship at Mass.

2) Obtaining and maintaining church supplies such as choir and congregational music books, respecting copy rights, etc.

3) Obtaining and maintaining liturgical furnishings and portable equipment, such as flowers, candles, Christmas crib, murals, altar linens, chalices, ciboria, baptismal equipment, and obtaining and maintaining vestments and altar server gowns or cassocks and surplices.

B) **Stewardship** – This committee is responsible for creating awareness in all parishioners that everything we have comes from God, our life, our talents, our abilities, our intellectual gifts and our holiness. These things as gifts entrusted to us by God are given in order that “all may see the good that we do and give glory to God” (Matthew 5:16) and bear fruit for God. Thus we receive the gifts of God, to look after them wisely, to share them in justice and love and to show a return to God on them.

C) **Spiritual and Adult Faith Formation** – This committee is responsible for assisting parishioners in the development of their spiritual life through educational programs. For example: Days of Recollection, Retreats, Reconciliation Liturgies, R.C.I.A., Marriage Preparation/couple sponsor programs, family life education programs, Parish Based School of Religion Program, Christian Leadership Courses, Christophers, guest speakers, use of dvd and videos, etc.

D) **Youth** – The youth committee is responsible for fostering and coordinating activities for the youth of the parish.

E) **Communications and Public Relations** – The communications and public relations committee is responsible for developing and maintaining good relationships between parishioners and the parish organizations, other parishes and the public. Some examples of the duties are:

1) maintaining good relationships within the parish by keeping parishioners informed through the weekly parish bulletin, by a parish newsletter, by creating a website for the parish with links to other websites, such as the website of the Archdiocese of Regina, <www.archregina.sk.ca>, etc., and to keep the website updated of activities in the parish.
2) distributing welcoming kits to new parishioners as a sign of welcome to the parish,

3) making efforts in giving recognition to deserving parishioners through personal communications.

4) maintaining favourable relationships with other parishes through an interchange of information about parish events.

F) Social Justice – The social justice committee is responsible for the social mission of the parish both within and outside parish boundaries.

It is also responsible for the promotion and education of the local parish on the church’s biblical and social teaching regarding issues of justice and peace. For example:

1) Promoting education on the work of the Canadian Catholic Organization for Development and Peace (CCODP), issues and actions raised by the Archdiocesan Social Justice Department and Commission in responding to requests around, for example, refugee sponsorship, local unemployment issues, agricultural crisis and international Third World solidarity issues.

2) Promoting the “Gospel of Life”, supporting all agencies of pro-life in all its forms.

3) Responding to local service projects such as programs for the elderly, sick, the physically and/or mentally challenged individuals.

4) Responsible for bringing awareness to the parish of those critical social issues which affect all our lives and is drawn from the basis of solid Catholic social teaching.

G) Ecumenism - This committee, in consultation with the pastor, is encouraged to assist the parish in fostering healthy ecumenical relations with other Christian communities in the parish boundaries.

Each year, the ecumenical representative should:

i. assist in co-ordinating a Week of Prayer for Christian Unity celebration and invite parishioners to partake in this Prayer Service

ii. make known and encourage World Day of Prayer (the first Friday of March) in their local area

iii. if possible attend the annual Archdiocesan Ecumenical Workshop.

Parish ecumenical representatives can call upon the Archdiocesan Ecumenical Commission to respond to queries or to provide resources to carry out their work.

H) Other committees established by a pastoral council would require an appropriate description, including responsibilities.
Section 4. Responsibilities of Committees of the Finance Council.

A) Financial Administration – The finance council is responsible for the administration of the financial affairs of the parish by:
1) Assisting in drawing up a clear and accurate inventory of the parish temporal goods (Canon 1283 §2; §3).
2) Developing a roster of collection counters. For the protection of the counters as well as the Parish, there are to be at least two persons counting the Sunday and/or Special collections (it is preferable to have three counters). If there are only two persons counting, these may not be from the same household or related to each other. The counting of collection should always be done at the church or rectory.
3) Establishing an annual parish budget for approval by the pastor.
4) Forwarding a copy of the approved budget to the Pastoral Council.
5) Revising the annual parish budget if and when required during the year, for approval by the pastor and forwarded to the pastoral council.
6) Ensuring prompt payment of all parish accounts and maintenance of appropriate accounting records.
7) Making a recommendation concerning disbursements in excess of $____________.
8) Monitoring the parish revenue flow and establishing long-range fiscal plans.
9) Being familiar with the Archdiocesan Financial Regulations (Appendix VI).

B) Buildings and Grounds - This committee is responsible for:
1) The maintenance and operation of the parish physical plant.
2) Any construction, renovation or addition to the parish physical plant.
3) Maintenance of insurance coverage.
4) Keeping a current inventory of parish fixed and moveable property.
5) Be familiar with the Archdiocesan Building Regulations (Appendix VII,a,b).

C) Other committees, such as cemetery, hall, catering, etc., established by the finance committee would require an appropriate description, including responsibilities.
NEEDS SURVEY

Example of How a Parish Needs Survey Might be Structured:

Please use the scale below to rate the importance of the following ministries in your parish:

<table>
<thead>
<tr>
<th>Not Applicable</th>
<th>Not Important</th>
<th>Somewhat Important</th>
<th>Important</th>
<th>Very Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. ( ) Taking Communion to shut-ins
2. ( ) Having lectors at Mass
3. ( ) Having lay presided services if we cannot have a Mass on a Sunday
4. ( ) Providing financial assistance for Missions
5. ( ) Visiting the sick and shut-ins
6. ( ) Having a fowl supper
7. ( ) Having coffee Sundays
8. ( ) Having an active Social Justice Committee & Refugee Committee
9. ( ) Having families, Knights of Columbus, CWL Ladies serve at Sunday Eucharist
10. ( ) Having a yearly parish picnic and/or barbeque
11. ( ) Offering Classes on Understanding the Bible, refresher courses on our Faith etc., etc., etc.

(Please note that the above items are only for the purposes of illustration of the method. They may or may not be appropriate for the actual survey.)
LIST OF REFERENCES


Can. 1280  Every juridical person is to have its own finance council, or at least two counselors, who are to assist in the performance of the administrator's duties, in accordance with the statutes.

Can. 1281  
§1 Without prejudice to the provisions of the statutes, administrators act invalidly when they go beyond the limits and manner of ordinary administration, unless they have first received in writing from the Ordinary the faculty to do so.

§2 The statutes are to determine what acts go beyond the limits and manner of ordinary administration. If the statutes are silent on this point, it is for the diocesan Bishop, after consulting the finance council, to determine these acts for the persons subject to him.

§3 Except and insofar as it is to its benefit, a juridical person is not held responsible for the invalid actions of its administrators. The juridical person is, however, responsible when such actions are valid but unlawful, without prejudice to its right to bring an action or have recourse against the administrators who have caused it damage.

Can. 1282  All persons, whether clerics or laity, who lawfully take part in the administration of ecclesiastical goods, are bound to fulfill their duties in the name of the Church, in accordance with the law.

Can. 1283  Before administrators undertake their duties:

1° they must take an oath, in the presence of the Ordinary or his delegate, that they will well and truly perform their office;

2° they are to draw up a clear and accurate inventory, to be signed by themselves, of all immovable goods, of those movable goods which are precious or of a high cultural value, and of all other goods, with a description and an estimate of their value; when this has been compiled, it is to be certified as correct;

3° one copy of this inventory is to be kept in the administration office and another in the curial archive; any change which takes place in the property is to be noted on both copies.

Can. 1284  
§1 All administrators are to perform their duties with the diligence of a good householder.
§2 Therefore they must

1° be vigilant that no goods placed in their care in any way perish or suffer damage; to this end they are, to the extent necessary, to arrange insurance contracts;

2° ensure that the ownership of ecclesiastical goods is safeguarded in ways which are valid in civil law;

3° observe the provisions of canon and civil law, and the stipulations of the founder or donor or lawful authority; they are to take special care that damage will not be suffered by the Church through the non-observance of the civil law;

4° seek accurately and at the proper time the income and produce of the goods, guard them securely and expend them in accordance with the wishes of the founder or lawful norms;

5° at the proper time pay the interest which is due by reason of a loan or pledge, and take care that in due time the capital is repaid;

6° with the consent of the Ordinary, make use of money which is surplus after payment of expenses and which can be profitably invested for the purposes of the juridical person;

7° keep accurate records of income and expenditure;

8° draw up an account of their administration at the end of each year;

9° keep in order and preserve in a convenient and suitable archive the documents and records establishing the rights of the Church or institute to its goods; where conveniently possible, authentic copies must be placed in the curial archives.

§3 It is earnestly recommended that administrators draw up each year a budget of income and expenditure. However, it is left to particular law to make this an obligation and to determine more precisely how it is to be presented.

Can. 1285 Solely within the limits of ordinary administration, administrators are allowed to make gifts for pious purposes or Christian charity out of the movable goods which do not form part of the stable patrimony.

Can. 1286 Administrators of temporal goods:

1° in making contracts of employment, are accurately to observe also, according to the principles taught by the Church, the civil laws relating to labour and social life;

2° are to pay to those who work for them under contract a just and honest wage which will be sufficient to provide for their needs and those of their dependents.

Can. 1287

§1 Where ecclesiastical goods of any kind are not lawfully withdrawn from the power of governance of the diocesan Bishop, their administrators, both clerical and lay, are
bound to submit each year to the local Ordinary an account of their administration, which he is to pass on to his finance committee for examination. Any contrary custom is reprobated.

§2 Administrators are to render accounts to the faithful concerning the goods they have given to the Church, in accordance with the norms to be laid down by particular law.

**Can. 1288** Administrators are not to begin legal proceedings in the name of a public juridical person, nor are they to contest them in a secular court, without first obtaining the written permission of their proper Ordinary.

**Can. 1289** Although they may not be bound to the work of administration by virtue of an ecclesiastical office, administrators may not arbitrarily relinquish the work they have undertaken. If they do so, and this occasions damage to the Church, they are bound to restitution.
ARCHDIOCESAN FINANCIAL REGULATIONS

ARCHDIOCESE OF REGINA

1. The permission of the local Ordinary must be obtained by an administrator of any parochial or archdiocesan institution for the following acts of extraordinary administration:

(a) To accept or renounce an inheritance, legacy, solemn donation or foundation;
(b) To sell, exchange, mortgage or pawn immovable Church property, or to subject it to any other servitude of burden, or to lease it for a period in excess of one month;
(c) To sell, exchange, mortgage or divert in any other manner objects of art, historical documents or other movable property of great value from the place for which they were obtained;
(d) To purchase immovable property;
(e) To give or to alienate things belonging to the parish or institutions;
(f) To enter a lawsuit either as plaintiff or defendant.
(g) The designation of any temporal goods as stable patrimonial.
(h) To create a building fund with the exemption of these funds from Diocesan Assessment.

2. The transactions listed below are considered extraordinary, as an individual transaction or series of like transactions, if the amount involved exceeds $10,000.00 or 10% of the annual revenue of a parish, whichever is least.

(a) To lend or borrow even temporarily;
(b) To invest Church funds;
(c) To build, tear down, or rebuild any building, or to make extraordinary repairs or improvement of any Church property.

3. When applying for the Ordinary’s permission for extraordinary acts of administration, the following information, insofar as it is pertinent, must be submitted:

(a) The purpose of the debt or transaction;
(b) The location, the size, and kind of improvement or repair;
(c) An estimate of the cost, within ten percent;
(d) Statement of assets and liabilities:
(e) Financial potential (number of parishioners, wage earners, etc.);
(f) Average income over a period of three years;
(g) Proposed method of financing the project;
(h) Details of plans, blue-prints, etc., for which the Ordinary may ask.

4. Ordinary acts of administration include those which are necessary for the proper preservation and operation of a parish or institution such as:

(a) Purchase of supplies that are usual and normal;
(b) Minor repairs:
(c) Replacing worn out equipment if the cost does not exceed the least of $10,000.00 or 10% of annual revenue, as an individual transaction or series of like transactions.
ARCHDIOCESAN BUILDING REGULATIONS

ARCHDIOCESE OF REGINA

1. For all proposed major repairs and improvements as well as for the construction of new buildings, the following procedure is to be observed by all parishes and archdiocesan institutions:

(a) Permission from the Archbishop shall be obtained in writing before any new building or major renovation project is initiated;

(b) Prior to consultation with an architect, the pastor and the parish building committee shall meet with the Archbishop and archdiocesan building and finance committees to consider the feasibility of the proposed project. They should be prepared to submit:
   - a statement of the scope, purpose and need of the present construction,
   - choice of procedure: architect design; project management; and design build (see time-line for three models of construction contracts in Appendix VII,b.)
   - an estimate of the cost as well as the maximum amount the parish can expend for the purpose,
   - the proposed method of financing the project;

(c) Prior to the initiation of construction, the equivalent of one-half of the total costs of construction (inclusive of related costs of architect, contractors and insurance) must be raised before any new building or major renovation project is initiated. In addition, there must be a demonstrated ability on behalf of the parish to fund on a go forward basis all remaining contracted costs through fund raising initiatives, irrespective of project financing requirements. The pastor and the parish building committee should be able to demonstrate the on-going feasibility of sustaining the increased building related costs upon the completion of construction (i.e. Insurance, utilities, property taxes if applicable) to the Archbishop and the diocesan building committee and finance council.

New building or major construction projects require the authorization and approval of the Archbishop as follows:

(1) Written permission shall be obtained from the Archbishop authorizing the selection and consultation with an architect to have preliminary sketches made.

(2) With the approval of the Archbishop and/or the archdiocesan building committee of the preliminary sketches, the pastor shall instruct the architect to prepare detailed plans and specifications, copies of which will be submitted to the archdiocesan building committee when completed.

(3) After the final plans and specifications have been examined by the
archdiocesan building committee, if so directed by the Archbishop, and
found satisfactory, they shall be recommended by the committee to the
Archbishop for approval.

(4) After the pastor has received written approval of the final plans from the
Archbishop, plans and specifications may be submitted to the contractors for
bids. A minimum of three bids is recommended.

(5) Contractors shall be asked to submit sealed bids on or before a specified
date either at the office of the architect or at the rectory. The parish shall
reserve the right to reject any or all bids. No contract shall be awarded
without the previous consent of the Archbishop and/or the archdiocesan
building committee. The contractor shall be required to furnish a bond,
unless the Archbishop or the archdiocesan building committee authorize its
omission in writing.

(6) No major construction project shall be undertaken without the services of an
architect or engineer, nor shall the work be done on any but a contract basis
without the written consent of the Archbishop. The archdiocesan building
committee or any one of its members shall have the authority to inspect the
construction work at any time during its progress.

(7) Every parish shall be adequately protected against fire and personal injuries
during the building program. In addition to giving bond, each contractor shall
provide coverage by insurance for all his workers. The parish shall also
arrange to have coverage through building insurance against fire and other
hazards.

(8) No additional expenditures as a result of changes in the plans or installation
of equipment after the completion of the building shall be made without the
written permission of the Archbishop and/or the archdiocesan building
committee and finance council.

Approved

Senate of Priests
September 30, 1980
#727

Revised by Archdiocesan Building Committee
February 11, 1981
APPENDIX VII, b.

TIME-LINE FOR PERMISSIONS & APPROVALS TO THE ARCHDIOCESE
FOR THREE MODELS OF CONSTRUCTION CONTRACTS

2. The following are 3 major construction models with procedures for each: Presentations are made to Archdiocesan Administration, Archdiocesan Consultants, Finance Council and Building Committee of the Archdiocese of Regina throughout the process. Where space is being planned for construction or renovation of the sanctuary, the Liturgical Commission of the Archdiocese must be consulted.

CONTRACT MODELS:

1) **Architect Design - Fixed Price Tender:** *(5 permissions)*
   The owner selects an Architect who assembles a design team consisting of Structural, Mechanical and Electrical Engineers and other professionals as required. The design team working with the Owner prepares a suitable design for a building which meets the Owner’s requirements in terms of space, layout, quality and costs (initial and on-going) as the major components.

   The design team produces tender documents including drawings and technical specifications for the building and solicits bids from qualified Contractors.

   Bidding Contractors will assemble construction teams of all required trades peoples, supplies, etc. And will submit bids for the specified work.

   The submitted bids will be evaluated by the Owner’s design team to ensure conformance with the tender documents. The successful Contractor, normally the lowest conforming bid, would be awarded the Contract to construct the building. The Contract would be administered by the Architect and the design team would carry out periodic inspections as the construction work progresses.

   a) Permission need for intention to build and have financial drive. Submit to Archdiocese reasonable financial plan for operating and building.
   b) Permission to choose an Architect.
   c) Review of preliminary design drawings.
   d) Permission to make detailed drawings.
   e) Archdiocesan Building Committee reviews detailed drawings.
   f) Permission to go to tenders.
   g) Final Financial Plan and Time-line.
   h) Permission to commence construction.

2) **Project Management (Construction Manager Model):** *(5 permissions)*
   The owner selects an Architect who assembles a design team consisting of Structural, Mechanical and Electrical Engineers. A Request for Proposal (RFP) for Construction Management is prepared and issued for tender. The Construction Manager (C.M.) selection is based on prior experience, performance on previous projects, personnel and management costs.
The selected C.M. becomes part of the design team and is actively involved in the design process. The C.M. will prepare detailed cost estimates and provide construction, scheduling and costing advice.

The C.M. will obtain bids from Subcontractors for all divisions of the work. The bids are opened by the owner and C.M. The Construction Management firm may also carry out some work if they are qualified to do so and with the approval of the Owner. The C.M. would bid on the work they propose to carry out. The C.M. carries out the construction coordination and provides the on-site superintendent to direct the Subcontractor.

The Architect and Engineers carry out periodic site inspections to ensure conformance with the drawings and specifications.

a) Permission needed for intention to build with Construction Manager Model and to have a financial drive.
b) Reasonable financial plan for operating and building - 5 to 10 years - submit to Archdiocese.
c) Permission to engage an Architect.
d) Needs presented by Owner to design team for preliminary drawings to be reviewed by Archdiocesan Building Committee.
e) Permission to tender and to accept the Contractor with Construction Management experience.
f) Permission to accept perfected sketch drawings with financial (10 year) plan for operating & loan repayment.
g) Detailed specs submitted to Building Committee.
h) Permission to commence construction.

3) Design Build Model: (4 permissions)
The Owner prepares a Request for Proposal (RFP) document, which outlines the basic building requirements. This would include occupancies, areas required, scheduling, budget costing, etc. A building site may or may not be provided by the Owner.

Contracts would assemble a design build team consisting of the Subcontractors, and design professionals including an Architect, Structural, Mechanical and Electrical Engineers. The design build team would prepare a preliminary design for the building and prepare concept drawings showing spaces layouts, elevations and sections. The construction materials would be identified in a general sense and a fixed price would be provided to construct the building. A construction schedule would also be provided.

The Owner would evaluate the submitted proposals and choose the Contractor who provides the required design in terms of space, layout, materials and cost.

The selected Contractor then prepares detailed construction drawings in consultation with the Owner. The Contractor proposed preliminary design may be modified by the Owner and re-priced by the Contractor.

After the drawings are accepted by the Owner, the building is constructed. Periodic inspections are carried out by the Contractor’s Architect and Engineering Consultants.
The Owner will also have independent inspectors monitoring the construction work and progress.

a) Permission needed for intention to build with Design Build Model and to have a financial drive.

b) Reasonable financial plan for operating and building submitted to the Archdiocese.

c) Owner prepares a request for proposal document outlining the basic building requirements.

d) Permission to choose by tender Design Contractor and design team.

e) Preliminary drawings to be approved.

f) Permission for major components for building project in the process.

g) Consultation step by step through process to completion.

APPROVED: Most Rev. Daniel J. Bohan  April 5, 2006
POLICY:

ROMAN CATHOLIC CEMETERIES

ARCHDIOCESE OF REGINA

Where a Roman Catholic cemetery exists, the Parish Finance Council shall establish, a Cemetery Committee (hereafter called the Committee).

(1) The Committee shall consist of a minimum of 3 persons.

(2) The Committee shall be responsible for the perpetual care of all Roman Catholic cemeteries within the parish boundaries.

(3) A “Cemetery Fund” is to be set up with its own accounting record and bank account, with two signatures required.

(4) The Committee shall submit, prior to the annual meeting of the parish, a financial report of the past year and a summary of the work carried out. It shall, at the same time, submit a plan of action and a financial budget year.

(5) Maintenance as much as possible shall be supported by investment income.

(6) The Parish Finance Council may solicit (additional) funds to replenish or increase the capital.

(7) The Committee is to oversee ordinary maintenance of the cemetery, keep accurate records of plot locations and provide a job description for a caretaker.

(8) The Committee may contract care-taking services.

(9) The Parish Finance Council shall, after recommendations from the Committee, set Cemetery Policy with regards to cost, type of grave markers, grave covers, etc.

(10) All burials in the parish Roman Catholic cemetery are to be recorded in the Death Register of the parish where the cemetery is located, as well as in the Death Register of the church of the funeral liturgy. If the pastor is not involved in the interment, the minister of interment should send notice of same to the pastor.

(11) Funds not required for current maintenance should be invested in the Inter-parochial Sharing Fund and remain the property of the parish cemetery fund or be donated to the Archdiocesan Cemetery Fund.

(12) An Archdiocesan Cemetery Fund is to be established which may receive contributions such as donations and bequests. The purpose of the fund would be to provide maintenance to certain Catholic cemeteries which have no means of support.

APPROVED: Most Rev. Peter Mallon   October 3, 1995