



ARCHDIOCESE OF *Regina*

# **GUIDELINES**

FOR THE

**PARISH PASTORAL COUNCIL**

AND THE

**PARISH FINANCE COUNCIL**

## Contents

<b>INTRODUCTION</b>	3
<b>THE PARISH PASTORAL COUNCIL</b>	7
Role	7
Responsibilities	7
Membership	8
Executive	8
Functioning	9
Authority	9
Relationships	10
<b>THE PARISH FINANCE COUNCIL</b>	11
Role	11
Responsibilities	11
Membership	12
Executive	12
Relationships	13
Appendix I – Decree	14
Appendix II – Canons 1280 – 1289	15
Appendix III – Archdiocesan Financial Regulations	18
Appendix IV – Archdiocesan Building Regulations	20
Appendix V – Construction Contracts	22
Appendix VI – Roman Catholic Cemeteries	25
Appendix VII – Links to Other Archdiocese of Regina Resources	27

## INTRODUCTION

*“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ” 1 Cor 12:12*

“The subject of the missionary and evangelizing action of the Church is always the People of God as a whole. The Code of Canon Law emphasises that the Parish is not identified as a building or a series of structures, but rather as a specific community of the faithful, where the Parish Priest is the proper pastor. Pope Francis recalled that “the parish is the presence of the Church in a given territory, an environment for hearing God’s word, for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration”, and affirmed that it is “a community of communities”.

The various components that make up the Parish are called to communion and unity. When each part recognizes its complementary role in service of the community, on the one hand, we see the fulfilment of the collaborative ministry of the Parish Priest with his Assistant Priests, while on the other hand, we see how the various charisms of deacons, consecrated men and women and the laity, cooperate in building up the singular body of Christ.”<sup>1</sup>

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 the faith community with the necessary organizational structure to carry out the task in a parish.

Lay people who are outstanding in the requisite knowledge, prudence and integrity, are capable of being experts or advisors, even in councils in accordance with the law, in order to provide assistance to the Pastors of the Church.”<sup>2</sup>

## Background

Parish Councils originated in the spirit of Vatican II. The Parish Councils that developed were largely administrative in their functioning. Parish Councils have evolved into another realm indicated by their new title, Parish Pastoral Councils. The focus has shifted from the administrative, dealing primarily with buildings and finance, to the pastoral needs of the parish. This is in keeping with the spirit of the documents of the Second Vatican Council, which refer to the apostolate of the Church to be fulfilled by all, pastors and lay people working together in collaboration.

On March 19, 1988, Archbishop Charles Halpin decreed that “In accordance with the prescriptions of Canon 536 #1, the...Archbishop of Regina hereby decrees that a pastoral council is to be established in each parish of the Archdiocese...” (see Appendix VII).

Parishes of the Archdiocese of Regina have over forty years of 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

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<sup>1</sup> Instruction “The pastoral conversion of the Parish community in the service of the evangelising mission of the Church” 20.07.2020 (Paragraphs 27 and 28.)

<sup>2</sup> Code of Canon Law, Canon 228 s2

faithful, not only the clergy and religious, would share in the responsibility of sanctifying, teaching and governing the Church.

## **Prayerful and Missionary**

In his encyclical, *Evangelii Gaudium* (Joy of the Gospel), Pope Francis writes “I dream of a “missionary option”, that is, a missionary impulse capable of transforming everything, so that the Church’s customs, ways of doing things, times and schedules, language and structures can be suitably channeled for the evangelization of today’s world rather than for her self-preservation. The renewal of structures demanded by pastoral conversion can only be understood in this light: as part of an effort to make them more mission-oriented, to make ordinary pastoral activity on every level more inclusive and open, to inspire in pastoral workers a constant desire to go forth and in this way to elicit a positive response from all those whom Jesus summons to friendship with himself.”<sup>3</sup>

The laity are called with the clergy 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. As consultative bodies, it is critical that members of each council work in cooperation with one another to bring about community life in the parish, rooted in prayer.

## **Pastoral Leadership and Collaboration**

“The parish priest is the proper pastor of the parish entrusted to him. He exercises the pastoral care of the community entrusted to him under the authority of the diocesan Bishop...so that for this community he may carry out the offices of teaching, sanctifying and ruling with the cooperation of other priest or deacons and with the assistance of lay members of Christ’s faithful...”<sup>4</sup>

The pastor, or other person designated by the bishop to provide the pastoral leadership in the parish, keeps the Parish Pastoral Council goals and vitality in the forefront and, together with the chairperson, is responsible for calling the Council together.

There can be a tendency to minimize the theological significance of Parish Pastoral Councils by treating them as a “board of trustees”, using a corporate manner of governing. “It is the function of the pastoral council to investigate everything pertaining to pastoral activities, to weigh them carefully and to set forth practical conclusions concerning them so as to promote conformity of the life and actions of the People of God with the Gospel”<sup>5</sup>, in the awareness that, as Pope Francis recalled, the purpose of such a Council “should not be ecclesiastical organization but rather the missionary aspiration of reaching everyone”.<sup>6</sup>

Although the pastor is primarily responsible for the oversight and management of staff, he is encouraged to draw on the involvement of the members of Parish Pastoral Council and Parish Finance Council, especially individuals with appropriate skills and gifts in the area of Human

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<sup>3</sup> *Evangelii Gaudium*, n. 27: AAS 105 (2013), 1033

<sup>4</sup> Code of Canon Law, Canon 519

<sup>5</sup> Paul VI, Apostolic Letter *Motu Proprio*, *Ecclesiae Sanctae* (6 August 1966), I, 16 §1: AAS 58 (1966), 766; cf. aslo C.I.C. can. 511.

<sup>6</sup> *Evangelii Gaudium*, n. 31: AAS 105 (2013), 1033.

Resources, and support from archdiocesan staff. The Employment Policies for the Archdiocese of Regina can be found in Appendix VII.

## **A Place of Discernment**

Pope Francis has repeatedly emphasized the importance of synodality as the Church lives out its mission. Synodality refers not only to the Synod of Bishops that meets in Rome, although it includes this gathering. Synodality is a way of listening to the urgings of the Holy Spirit in the day-to-day life of the Christian community. In Luke 24:13-35, the disciples on the way to Emmaus walk together with the risen Christ as he breaks open the Scriptures with them. The Greek "synodos" means to "walk together", so synodality should call to mind the experience of the disciples walking together with Christ discerning the meaning of the events of their own time. Each parish, as a community of discernment must listen to the Spirit, the witness of scripture and Tradition, one another, and the voices of those who are marginalized. And just like in the Emmaus text, synodality finds its fullest expression as we gather together around the altar in celebration of the Eucharist. The parish council's discernment of the needs of the local community must be rooted in the experience of celebrating the Eucharist together with the whole parish.

Church law indicates that Parish Pastoral Councils have a consultative role. 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.

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. Prayer and discernment are important aspects of the consultation process. Good consultation helps to develop trust, peace and hope within the parish community.

Finally, consultation takes place within the context of a Christian community of the baptized who are called to a common mission and common pilgrimage.

## **The Parish in the Community**

"The parish is not an outdated institution; precisely because it possesses great flexibility, it can assume quite different contours depending on the openness and missionary creativity of the pastor and the community. While certainly not the only institution which evangelizes, if the parish proves capable of self-renewal and constant adaptivity, it continues to be "the Church living in the midst of the homes of her sons and daughters". This presumes that it really is in contact with the homes and lives of its people, and does not become a useless structure out of touch with people or a self-absorbed group made up of a chosen few. The parish is the presence of the Church in a given territory, an environment for hearing God's word, for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration. In all its activities the parish encourages and trains its members to be evangelizers. It is a community

of communities, a sanctuary where the thirsty come to drink in the midst of their journey, and a centre of constant missionary outreach.”<sup>7</sup>

## **Organizational Structures**

The Administrative Council of the Archdiocese is the leadership foundation of the organizational structure in the Archdiocese of Regina. The Council of Priests, Archdiocesan Pastoral Council, College of Consultors, Clergy Personnel Committee, Archdiocesan Finance Council, Deanery Pastoral Councils, and Parish Pastoral Councils & Parish Finance Councils are all consultative and cooperative structures within the Archdiocese of Regina.

If a disagreement arises between the pastor and the members of the Parish Pastoral Council or Parish Finance Council, the Dean should be consulted. If the Dean is the priest of the parish, the Vicar General or Chancellor should be consulted.

## **Parish Use of Guidelines**

Each Parish Pastoral Council and Parish Finance Council, under the guidance of the pastor, is encouraged to review their guidelines, statutes, by-laws and/or directives to ensure they align with archdiocesan guidelines. Support for these reviews is available through the Parish Pastoral Support Services Department within the Archdiocesan Pastoral Services. Changes should be approved by the Chancellor.

When exceptions from the guidelines are necessary because of your particular circumstances please consult the Vicar General or the Chancellor

The following abbreviations will be used throughout the guidelines:

PPC – Parish Pastoral Council

PFC – Parish Finance Council

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<sup>7</sup> Evangelii Gaudium, n. 28: AAS 105 (2013), 1033

# THE PARISH PASTORAL COUNCIL

Parish Pastoral Council (“PPC”) has an invaluable leadership role as the Church today takes on the challenge of evangelization, the call to find new ways and a new language by which to proclaim the Good News, to proclaim Jesus Christ to our culture here and now. PPCs are indispensable vehicles for the Word of God, the voice of the Spirit to be heard guiding the Church. St. Paulinus of Nola once stated, “Let us listen to what all the faithful say because in every one of them the Spirit of God breathes.”

On March 19, 1988, Archbishop Charles Halpin decreed that “In accordance with the prescriptions of Canon 536 #1, the...Archbishop of Regina hereby decrees that a pastoral council is to be established in each parish of the Archdiocese...” (see Appendix VII).

## **ROLE:**

The role of the PPC is:

1. to act as a consultative body serving the parish alongside the pastor in the spirit of mutual appreciation, charity and dialogue;
2. to be a key instrument of lay leadership in the pastoral care of the parish, collaborating to build the parish as a living, witnessing Christian Community (the mission and apostolate of the parish community);
3. to share the concerns of the broader church – other parishes, deaneries, diocese, church universal; and
4. to strive to enable the parish community to bring the gospel message to all people and places in their neighbourhood and beyond.

## **RESPONSIBILITIES:**

The responsibilities of the PPC include:

1. Growing in knowledge of the mission and the ministry of Jesus in which the parish community by virtue of baptism is called to share;
2. Understanding and/or assisting with the development of a community vision or mission that takes into consideration the overall good of the parish; and
3. Promoting pastoral activity (community building, worship, proclamation of the Word, care of others) that will help the parish transform its vision into action, recognizing that every baptized person is both called and gifted for ministry and that the discovery and sharing of these gifts for the building of the kingdom must be facilitated.
4. Knowing the guidelines for the PPC and review them regularly (i.e., at least once every 2 years).

## **MEMBERSHIP:**

The composition of the PPC is as follows:

1. Membership is to be 4 to 15 persons (depending on the size of the parish).
2. Qualifications of members should include:
  - 2.1 being a practicing, confirmed Catholic
  - 2.2 understanding the purpose of the PPC
  - 2.3 while a member might be representing a particular group on council or have a more specific mandate (ex CWL, Liturgy, etc) each member is to be committed to the whole (larger) mission of the parish community
  - 2.4 the ability to communicate well in all aspects: listens to others, reflects on what is seen and heard, and shares ideas with clarity
  - 2.5 working well with groups: supports, affirms, and respects others and their gifts
  - 2.6 being prepared to work with others to creatively solve problems and to undertake new initiatives
3. Members should encompass various dimensions of the parishioners, including gender, age, cultural, professions, social conditions, geographic sectors within the parish territory, pastoral activities, and the pastoral staff.
4. Membership is determined:
  - 4.1 through election by the parish (as the primary method of selection);
  - 4.2 by appointment by the pastor to ensure that there is a good representation of all dimensions of the parish;
  - 4.3 through recommendations from the pastoral staff or the pastoral council; and
  - 4.4 through representation from specific parish organizations
5. Members should have a term of office which can be determined locally:
  - 5.1 A term of three years is recommended with the maximum of two consecutive terms; and
  - 5.2 generally, not more than 1/3 of the council replaced at a time

## **EXECUTIVE:**

The executive functions of the PPC shall be carried out as follows:

1. The pastor calls the PPC together, ensures that the mission of the church is kept at the forefront, and nurtures the vitality and dynamism necessary for the PPC to fulfill its function. The PPC is “presided over by the parish priest”.<sup>8</sup>
2. The chairperson, appointed generally by the pastor from the membership of the PPC, sees to the good functioning of the PPC by animating and chairing the meetings, encouraging all council members to participate actively and to express their views freely so that the parish can benefit from their diverse gifts. The chairperson also has a key role and responsibility to encourage the PPC members to extend their leadership to the on-going life and mission of the parish. The chairperson serves for a term of office, the

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<sup>8</sup> Code of Canon Law, Canon 536



- length of such term to be determined locally. *Preferably not longer than 5 years.*
3. The vice-chairperson is elected and/or appointed from the membership of the PPC, and assumes the duties of the chairperson when the chairperson is absent. The Vice-Chairperson serves for a term, the length of such term to be determined locally.
  4. The secretary of the PPC may or may not be a member of the PPC but should serve the council by preparing materials for the meeting, recording the discussion of the council and performing other tasks as designated. It is not presumed that the parish secretary is the secretary of the PPC.

## **FUNCTIONING:**

1. The frequency of meetings:
  - 1.1. may be held once a month except for July and August.
  - 1.2. may be called by the pastor at the request of a PPC member.
  - 1.3. will follow an agenda developed by the pastor, chairperson and one other member of the PPC and circulated, if possible, prior to the meeting.
  - 1.4. are to be managed by the chairperson who will focus each item explaining what the item is and what is to be done with it and who will affirm the contribution and the right of each member to speak.
  - 1.5. an Annual General Meeting of the parish will be held at a similar time each year where reports (including the financial report) will be given and discussion on relevant issues will take place. It is to be noted that the Annual General Meeting is advisory to the pastor.
2. Decision-making process:
  - 2.1. strive to achieve consensus, such that each person supports the recommendation making process.
3. Method:
  - 3.1. Reflect by allowing a significant portion of the meeting for spiritual reflection, faith formation and/or formation for active discipleship;
  - 3.2. Identify the needs of the faithful and seek the means to meet these needs by bringing forth the ministries required;
  - 3.3. Coordinate by encouraging growth of different parish activities/committees and see to their harmonious integration into the service of the common mission of the parishioners;
  - 3.4. Enable action through existing parish ministries, committees or by establishing special committees empowering others when able.

## **AUTHORITY:**

1. The pastor is ultimately responsible to the bishop for pastoral care in the parish.
2. The PPC is the pastor's consultative voice.
3. A PPC recommendation, when it is ratified by the Pastor, can then be described as a PPC decision.

## **RELATIONSHIPS:**

### Within the Structures of the Church:

1. Since “the parish is the presence of the Church in a given territory”<sup>9</sup> the PPC should take an interest in the overall pastoral needs of all those within their demographic area of the archdiocese.
2. The PPC should participate in the deanery and diocesan structure and respond to deanery and diocesan consultation and initiatives. Ideally, the PPC chairperson will be the Deanery Representative; if the PPC chairperson is not able to fill this role, then another member of the PPC should be delegated.
3. The Parish Pastoral Council should keep informed through the educational opportunities and pastoral publications of the deanery, the local bishop (the Archdiocese), the Canadian Conference of Catholic Bishops and the Holy See.

### With the Parish Finance Council (“PFC”) (*see Parish Finance Council Guidelines*):

1. The PFC should be separate from the PPC. An exception may be considered if there are not sufficient numbers of parishioners to enable this separation. In this case there should be a different chair if the people are the same on both the PPC and PFC, and meetings should be at least somewhat separate. PPC meeting first followed by PFC meeting. Meetings can be held on the same day and minutes should be kept separate.
2. The PPC should ensure regular dialogue with the PFC so that the PFC can carry out its responsibility to see that expenditures reflect the mission of the parish as understood and communicated by the PPC.

### With Other Committees and Organizations:

1. The PPC may submit recommendations to various parish groups.
2. The PPC’s recommendations should be received in a spirit of unity in the pursuit of the mission of Christ among the parishioners.

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<sup>9</sup> Evangelii Gaudium, paragraph 28.

# THE PARISH FINANCE COUNCIL

The Church requires that in each parish there is to be a finance council to help the parish priest in the administration of the goods of the parish. The members of the Parish Finance Council (“PFC”) provide an invaluable service to the Church.<sup>10</sup>

## ROLE:

The role of the PFC is:

1. to act as a consultative body serving the parish in close collaboration with the pastor<sup>11</sup>;
2. to oversee the financial matters of the parish<sup>12</sup>;
3. to provide financial and administrative planning and related consultation <sup>13</sup>; and
4. to work collaboratively with the PPC to ensure that parish goals are understood and supported financially.

## RESPONSIBILITIES:

The responsibilities of the PFC include:

1. Administer all property of the parish in accordance with *Canon Law*, Diocesan Policy and/or Directives
2. Prepare and present an annual budget for both operating and capital expenditures of the parish based on:
  - 2.1. goals and objectives of the parish determined by the pastor and the PPC;
  - 2.2. input from relevant parish committees;
  - 2.3. financial patterns of the parish for preceding years; and
  - 2.4. financial estimates for the future needs of the parish.
3. Examine operating costs of the parish to ensure that financial resources and goals are compatible.
4. Submit proposals to the pastor and PPC based on:
  - 4.1. a study of parish revenue;
  - 4.2. donations and other revenue;
  - 4.3. recommendations for maintaining or increasing revenue to meet parish objectives and priorities.
5. Initiate fund-raising projects;

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<sup>10</sup> “In each parish there is to be a finance committee 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 the norms laid down by the diocesan Bishop, and it is comprised of members of the faithful selected according to these norms.” (Code of Canon Law, Canon 537)

<sup>11</sup> “Every juridical person is to have its own finance committee, or at least two counsellors, who are to assist in the performance of the administrator’s duties, in accordance with the statutes.” (Code of Canon Law, Canon 1280)

<sup>12</sup> “In juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with Canons 1281-1288.” (Code of Canon Law, Canon 532)

<sup>13</sup> All administrators are to perform their duties with the diligence of a good householder. Code of Canon Law, Canon 1284

6. Assist the PPC in the coordination of the parish's responsibility with the Archbishop's Appeal and other archdiocesan special projects.
7. Arrange for payroll, receipt of donations and other revenues, accounts payable, reconciliation of bank statements, completion of Annual Financial Report to the Archdiocese, and submission of the annual charity return to Revenue Canada.
8. Promote communication on finances to parishioners:
  - 8.1. publish a yearly report; and
  - 8.2. share quarterly and annual financial statements with the PPC.
9. Monitor maintenance of parish buildings, cemeteries and other related buildings and properties in collaboration with a Buildings and Grounds committee, if it exists.

## **MEMBERSHIP:**

1. The composition of the PFC should be as follows:
  - 1.1. the pastor and/or parish life director/parish administrator;
  - 1.2. 3-5 other members at minimum who are not staff and, if possible, not related to parish staff, other members of the PFC, or the Pastor
2. Qualifications of each Member include:
  - 2.1. being a practicing, confirmed Catholic;
  - 2.2. understanding the purpose of the PFC;
  - 2.3. being skilled in financial administration; and
  - 2.4. understanding the relationship between the PPC and the PFC as articulated in this document.
3. Membership should be appointed by the pastor in consultation with the PPC.
4. There should be a term length of the mandate, which can be determined locally. The following is offered as a suggestion:
  - 4.1. a term of three years: maximum of two consecutive terms; and
  - 4.2. include a process of replacement to ensure continuity

## **EXECUTIVE:**

The executive functions of the PFC shall be carried out as follows:

1. The Chairperson may be appointed by the pastor, or elected from the membership. In exceptional circumstances the pastor could be the Chairperson.
2. The Chairperson sees to the good functioning of the committee by animating and chairing the meetings, encouraging all members to participate actively and to express their views freely so that the parish can benefit from their diverse gifts.
3. The Chairperson serves for a term, such term to be determined locally, which could be renewable.

## **RELATIONSHIPS:**

With the PPC:

1. Good communication between the PPC and the PFC is important:
  - 1.1. to enable the PFC to know and understand the pastoral needs and goals of the parish
  - 1.2. to enable the PPC to know and understand the temporal and material realities of the parish which they must take into consideration
2. Good communication can be fostered in the following ways:
  - 2.1. the chairperson and one other member of the PFC could be members of the PPC
  - 2.2. the chairperson and one other member of the PPC could serve as members of the PFC
  - 2.3. the PFC, as a whole, should meet with the PPC at least yearly to see how financial expenditures reflected or will reflect the true purpose of the church's mission.

With the Chancery Office

Assistance can come from the Archdiocesan Financial Officer and staff (including the Director for Development and/or Archbishop's Appeal Coordinator).

Decree, Establishment of Pastoral Councils 19th March 1988

## ARCHDIOCESE OF REGINA

Office of the Archbishop  
 3225 13th Avenue, Regina, Saskatchewan, S4T 1P5 (306) 352-1651

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

*- Charles A. Halpin*  
 Archbishop of Regina

*J.W. Babyer*  
 Chancellor

## CANONS 1280 – 1289

**Extracts from The Code of Canon Law (1983),**  
**Book V, THE TEMPORAL GOODS OF THE**  
**CHURCH, TITLE II: The**  
**Administration of Goods**

**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 lend or borrow, even temporarily;
  - e) To purchase immovable property;
  - f) To give or to alienate things belonging to the parish or institutions;
  - g) To enter a lawsuit either as plaintiff or defendant;
  - h) The designation of any temporal goods as stable patrimony;
  - i) 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 invest Church funds;
  - b) 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) Proforma Statement of Operations for a period of up to 10 years depending on the size of transaction;
  - g) Proposed method of financing the project;
  - h) Details of plans, blue-prints, etc., for which the Ordinary may ask; Refer to the Major Expenditure Request Policy with Sample Outline.

- 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 V.)
    - 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 authorizes 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**

**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 Consultors, 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 people, 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.

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
- f) Management experience.
- g) Permission to accept perfected sketch drawings with financial (10 year) plan for operating & loan repayment.
- h) Detailed specs submitted to Building Committee.
- i) 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 maybe 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**



**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**

**Links to Other Archdiocese of Regina Resources**

**Employment Policies**

<https://archregina.sk.ca/protocol-responsible-parish-ministry/employment-policy>

**Protocol for Responsible Parish Ministry**

<https://archregina.sk.ca/protocol-responsible-parish-ministry>

**Chancery Office Documents and Policies**

<https://archregina.sk.ca/chancery-office-documents>

**Documents and Updates for Parish Pastoral Councils and  
Parish Finance Councils**

<https://archregina.sk.ca/content/for-parishes>