

SACRED
HEART
CATHEDRAL
PARISH
COUNCIL

CONSTITUTION

March 14, 1989

Bylaws Amended

March 1, 2000

April 29, 2004

SACRED HEART CATHEDRAL PARISH COUNCIL

CONSTITUTION

PREAMBLE

We, the People of God, in Sacred Heart Parish, united with each other and our Pastor as members of the One, Holy, Catholic and Apostolic Church, do hereby come together to form a Parish Pastoral Council. We do so knowing that everyone of us is a living member of the mystical body of Christ, and that in this body, there are different gifts, but the same spirit: different ministries but the same Lord. (Cor. 12:4-5) We acknowledge that each of us is called to offer his/her particular gift of ministry for the service of the whole body, so that in everything God may receive glory through Jesus Christ.

(Peter 1:4-1 1)

We do so in response to the Fathers of Vatican II who urged that Pastoral Councils be formed "to assist the apostolic work of the Church either in the field of making the Gospel known and men holy or in the charitable, social or other spheres."

(Vatican II: Decree on the Apostolate of Lay People - 26, 1965)

In this mission, aware that Christ has told us that without Him we can do nothing, we ask for the guidance of His Holy Spirit so that all our words may be spoken and all our works done in his charity and that they may contribute to the establishment of His Kingdom.

We come together as a parish pastoral council to share, in an advisory capacity, with the Pastor, the responsibility of providing for the spiritual and material needs of the parish community and to strengthen the bonds that bind us to the Church in our Diocese of Whitehorse.

ARTICLE 1: NAME

The name of this organization shall be The Sacred Heart Parish Pastoral Council.

ARTICLE II: PURPOSE

The Parish Pastoral Council is a leadership body of shared ministry, whose main purpose is to provide direction for the Parish, based on the presence of the Holy Spirit dwelling in the hearts of the faithful. It is the coordinating, unifying and energizing structure of the local Christian Community, providing the means by which the whole Parish can participate in extending Christ's mission, by giving all in the Parish a voice in encouraging, guiding and directing the various aspects of Parish life. Every apostolic activity will be promoted by the Parish Pastoral Council in order that the Parish community will be better able to discharge its common mission to make the Gospel known and to aid men, women and children to live holy lives.

BYLAWS

1. MEMBERSHIP

All registered parishioners, lay or religious, who have reached the age of eighteen years and have been a member of the parish for one year preceding the election, are eligible for membership on the Parish Pastoral Council. All registered parishioners, lay or religious, who have reached the age of eighteen years, are entitled to vote at a general meeting.

The Council shall consist of up to eleven (11) voting members:

- 1) The pastor, who shall be the president of the parish Council, in a non voting capacity;
- ii) Up to two members of the pastoral team as selected by the pastor;
- iii) The immediate past chairperson;
- iv) Eight (8) elected members.

The officers of the Council shall be the President, the Chairperson, the vice Chairperson and the Secretary. The term of office of the Council officers shall be one year, commencing at the first meeting of the Incoming Council. The immediate past chairperson shall be an ex-officio member of the executive committee.

A Council member shall be removed from the Council when she/he has missed three consecutive regular meetings for any reason.

All parish committee chairpersons, school representatives and parish groups are encouraged to attend Council meeting. This attendance to be in a non-voting capacity unless determined by the Council.

2. DUTIES AND RESPONSIBILITIES

a) President

The president shall be appointed by the Bishop and shall be responsible to the Bishop for the spiritual and material needs of the parish.

b) Chairperson

The chairperson shall:

- 1) preside at all meetings
- 2) act as the representative and spokesperson for the Council in its relationship with other organizations
- 3) act as ex-officio of all committees
- 4) call all meeting of the Council

c) Vice Chairperson

The vice chairperson shall assume all the duties of the chairperson in the absence of the chairperson.

d) Immediate Past Chairperson

The Immediate past chairperson shall serve as an advisor and shall be a full member of the executive committee.

e) Secretary

The secretary shall:

- 1) keep an accurate record of all minutes;
- 2) at least the Sunday prior to the next regular meeting, provide a copy of the minutes to members;
- 3) keep a current record of attendance of all members and notify in writing all members who have missed two (2) consecutive Council meetings;
- 4) act as correspondence secretary

3. TERMS OF OFFICE

The chairperson's term shall be up to two (2) consecutive years subject to annual election at the Annual General Meeting. Should a vacancy of the Chair occur, the vice chairperson will automatically assume the position until the chairperson's term expires. Should the chairperson serve two years, the she/he is not eligible for election as chairperson for a period of one year. She/He may, however, be eligible for election to another position on the Council when the term as chairperson expires.

All other elected Council members are elected for a two (2) year term and may be re-elected for another two (2) year term consecutively, but not exceeding a total of four (4) consecutive years on the Council.

Should a vacancy occur, the parish Council will appoint a replacement for the duration of the term. Procedure for appointing replacement is at the discretion of the Council.

The immediate past chairperson remains on Council as a voting member for one year, even if her/his elected term is complete.

A one year absence from the parish Council is mandatory for any person remaining on Council for five consecutive years.

4. NOMINATIONS AND ELECTIONS

At the regular meeting in February, Council shall appoint a nomination and election committee. It shall be composed of two elected members of the Council, one of whom shall be the chairperson of the committee, one member of the parish at large, and the pastor. It shall be the committee's duty, by process of prayer and discernment, to consider qualified parishioners and to obtain their written consent to run as candidates: a) for the positions of members of Parish Council, and; b) for the positions of Chairperson, Vice- chairperson, and secretary of Parish Council, The Council shall also seek and accept nominations from the parish at large. Nominations may also be made at the Annual General Meeting, either from the floor or in writing, and supported by two eligible parishioners.

The eight (8) elected positions shall be staggered and four (4) persons will be elected annually for a term of two years.

Elections shall be held annually at the Annual General Meeting, held in the first quarter of each year, by secret ballot and those candidates receiving the highest number of votes shall be declared elected.

If no candidate is found before or at the AGM for any of the officer's position, this position will be left vacant until the first regular meeting of Council, and the members will elect one of their own to this position. If the number of members elected at the AGM is less than eight, Council may, at their meeting following the AGM, appoint a parishioner to fill this position, and this appointed member shall be eligible to fill the vacant officer's position. If the position left vacant was that of chairperson, the immediate past chairperson of Council will chair the first meeting of Council after the AGM.

The President will notify the successful candidates as well as those not elected if they are not in attendance.

The new Parish Pastoral Council shall assume its responsibilities immediately following the election. For the first meeting following the AGM, members of Council whose term expired at the AGM will join the newly-elected and continuing members of Council to facilitate the transition.

5. MEETINGS

Regular monthly meetings shall be held on a date agreed to by the Council at their first meeting, with the exception of July, August and December, unless otherwise determined by the Council.

The Annual General Meeting shall be held during the first quarter of each calendar year. Written annual reports shall be presented by the following: the President, the Chairperson and the Finance/Administration Chairperson. Spokesperson for each of the parish committees or Catholic organizations are encouraged to present a report.

A draft financial statement and budget shall be made available to all parishioners one week prior to the Annual General Meeting. All parishioners are encouraged to attend the AGM.

Extraordinary meetings of the Council shall be called by the Chairperson upon the request of three members of the Council.

Executive committee meetings may be held for the purpose of preparing the regular meeting agenda and for preparatory discussion of specific items as needed. The Executive committee shall also prepare the agenda for the AGM.

A simple majority of the Council plus the pastor or one member of the pastoral team shall constitute a quorum.

The fiscal year of the parish shall be January 1 to December 31.

Prayer shall be an integral part of every meeting.

6. COMMITTEES

The Council may establish "ad-hoc" committees as the needs of the parish dictate.

All committees are advisory to the Council and recommendations of the committees are subject to Council approval.

The standing committees of the parish shall be: Christian Service, Liturgy, Outreach, and Education. To these may be added as availability of personnel resources permits: Social. The powers and functions of these committees are established by the Council after consultation with the committees from time to time.

General guidelines on the work of the Standing Committees are appended to these Bylaws,

7. AMENDMENTS

Amendments to this constitution may be made at the Annual General Meeting or an extraordinary meeting called for that purpose by a two thirds (2/3) majority of those present, there being no less than 30 parishioners over 18 years of age in attendance. Two weeks written notice of the proposed amendment shall be given to each member of the Council. The proposed amendment shall also have been advertised in the parish bulletin on at least two consecutive Sundays prior to the meeting.

By-laws governing the business of the Council may be adopted or amended by a simple majority vote of the Council at any meeting of the Council.

8. DISSOLUTION OF THE COUNCIL

In the event that the Parish Council should prove ineffectual in discharging its duties, the president may dissolve the same Council, appoint members to an interim Council, and call for new elections within six (6) months from the date of dissolution. Such action on the part of the president shall be reported by the chairperson to the Bishop of the Whitehorse Diocese.

SACRED HEART STANDING COMMITTEE OUTLINES

Addendum to the Sacred Heart Pastoral Council Constitution

CHRISTIAN SERVICE

This committee divides its work between social services and public affairs. It identifies major social problems in the community. It draws up a list of professional resource people who will be available for specific problems such as drugs, delinquency, alcoholism, etc. It also promotes educational programs in the areas of human relations, economics, politics and International life.

SUGGESTED AREAS OF RESPONSIBILITY:

- drugs and alcoholism
- family services
- aid to special need and persons with handicaps - transportation
- world hunger
- Development and Peace
- senior citizens
- human rights
- visitations to sick, lonely and shut-ins
- hospitality
- prison visitation

OUTREACH COMMITTEE

The purpose of this committee is to establish and maintain communication systems and media for the dissemination of information about issues and programs to the parish and the community it serves, to assist parish organizations in promoting and publicizing programs, to develop and implement special projects and programs designed to build community within the parish, and otherwise foster enthusiasm and goodwill.

SUGGESTED AREAS OF RESPONSIBILITY:

- to provide information about issues and events affecting the parish community
- to periodically survey the composition, attitudes and concerns of the parish in order that the Council may effectively plan its goals, objectives and priorities
- to evaluate the parish bulletin to notify parishioners regarding special events
- to keep an up to date calendar of parish events
- to provide social events for parishioners to promote a sense of community in the parish

EDUCATION COMMITTEE

This committee shall be responsible for evaluation of the educational needs of the parish and for making recommendations and proposals for Council's approval. It shall also direct itself to the spiritual renewal of the parish.

SUGGESTED AREAS OF RESPONSIBILITY:

- adult education
- development of lay ministries
- Ecumenism
- renewal weekends, missions and retreats
- youth programs, ministry and discovery weekends
- prayer groups and marriage encounter
- sponsoring of parish forums
- Braeburn Lake Christian Camp

LITURGY COMMITTEE

This committee shall be responsible for the development and delivery of the parish's liturgical celebrations

SUGGESTED AREAS OF RESPONSIBILITY:

- planning for liturgical celebrations
- liturgical art, banner, etc.
- liturgies for children, including alternate and pre-school - training of lectors, ushers, ministers of the Eucharist
- music ministry, altar servers, offertory gifts
- evaluation of liturgical celebrations, including homilies

PRESENTED AND ACCEPTED AT A.G.M. - MARCH 14, 1989

REVISED – March 1, 2000

April 29, 2004