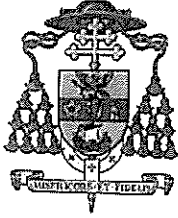


# OUR LADY OF PEACE PARISH



## CONSTITUTION AND BYLAWS ARCHDIOCESE OF REGINA



## OFFICE OF THE ARCHBISHOP

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### DECREE OF ERECTION

of

The Roman Catholic Parish of Our Lady of Peace  
Regina, Saskatchewan.

In line with c. 1215 I have considered the consensus reached after the extensive work done by the parish review committee with the three parishes (namely St. Charles, Canadian Martyrs and Good Samaritan) in North-East Regina on the possibility of creating a new parish.

In line with c. 50 and observing the prescripts of c. 51 and after dialogue with the Rev. Peter Thang, Pastor of the parishes of St. Charles, Canadian Martyrs and Good Samaritan, Regina, SK and in consultation with the Archdiocesan Priests Council (c. 1215 §2) I hereby in accordance with Canon 515 §2 decree that as of the effective date shown below, the parish of Our Lady of Peace, Regina, SK is now canonically erected.

In accordance with c. 518 the parish territory and boundaries of the newly created Our Lady of Peace Parish, Regina will comprise of the territories and boundaries of the suppressed parishes of Canadian Martyrs, St. Charles and Good Samaritan Parish, Regina. These parishes are now merged and are to be understood as being in "Mergers and Amalgamation" with those of the newly erected parish: Our Lady of Peace, Regina SK.

The registers and seal of the once Good Samaritan Parish Regina, Canadian Martyrs Parish, Regina and St. Charles Parish, Regina will be located at the Parish Our Lady of Peace, Regina, Saskatchewan.

As the Archdiocesan Bishop and observing the prescripts of canon 1276, §1, I reserve the right "to supervise carefully the administration of all goods which belong to the public juridic persons in the diocese." Thus the funds, temporal goods and ecclesiastical goods of all these suppressed parishes in accordance with the prescripts of Canons 121, 122 and 123 will be transferred into the Parish of Our Lady of Peace.

Fr. Peter Thang is officially appointed as the Pastor of the Parish of Our Lady of Peace, Regina and will be installed at a future date to be agreed upon. The Pastor in consultation with the finance and pastoral council of the Parish of Our Lady of Peace, Regina, Saskatchewan are to respect the intentions of donors as regards these funds, temporal and ecclesiastical goods (cc.121 and 1300).

I also hereby decree that a new Church building will be built around the present site of the now suppressed Good Samaritan Parish, Regina to be known as and called Church of Our Lady of Peace, Regina, Saskatchewan. The new Church will better accommodate the parishioners and better serve the good of souls. It is my believe that the parishioners of this new parish will harness resources, time and talent for building the Church and ensure that all the means necessary for building the Church and for divine worship will not be lacking.

Given at Regina this first day of August, 2014

✠ Most Rev. Daniel J. Bohan  
Archbishop of Regina

seal

  
Very Rev. James Owolagba  
Chancellor

# CONSTITUTION OF PARISH PASTORAL COUNCIL AND PARISH FINANCE COUNCIL

Our Lady of Peace Parish

Regina, Saskatchewan

October, 2015

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## Article I - Mission Statement

Established by the Decree of Erection of The Roman Catholic Parish of Our Lady of Peace, Regina, Saskatchewan, signed by Most Rev. Daniel J. Bohan, Archbishop of Regina, and Very Rev. James Owolagba, Chancellor, on August 1<sup>st</sup>, 2014 and immediately effected at the same day. The decree also declares that Fr. Peter Thang Nguyen is officially appointed as the first Pastor of the New Parish. Fr. Peter was installed on Sunday, December 14<sup>th</sup>, 2014.

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:

- 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.

Section 3. Positions may be held by married couples.

B. Parish Finance 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 for both councils are listed in the bylaws.

**Article IV - Eligibility**

Section 1. 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.

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, per Archdiocese guidelines rev April 2010.

Section 2. All members of the PPC, PFC, Committees and Volunteers are required to complete the Archdiocesan Protocol before engaging in any office of Services in the parish.

**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 (31<sup>st</sup>) 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 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 three (3) year renewable term of office.
- b) Standing committee chairpersons shall be elected for a three (3) year term at the time of the annual elections.
- c) One-third of the council positions should be up for election each year to ensure Council continuity year-to-year.
- d) The secretary of the pastoral council shall be a duly elected position 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 50 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.
  - 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 by December 1.

#### **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 of four 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.

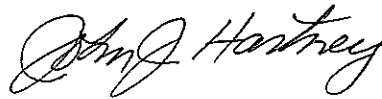
- b) Two weeks' notice shall be given in the bulletin prior to the annual general meeting regarding a change to the constitution.
- c) The constitution must be easily accessible to all parishioners.

This constitution was discussed and approved by both Parish Pastoral Council and Parish Finance Council.

Our Lady of Peace Parish  
December 16, 2015.



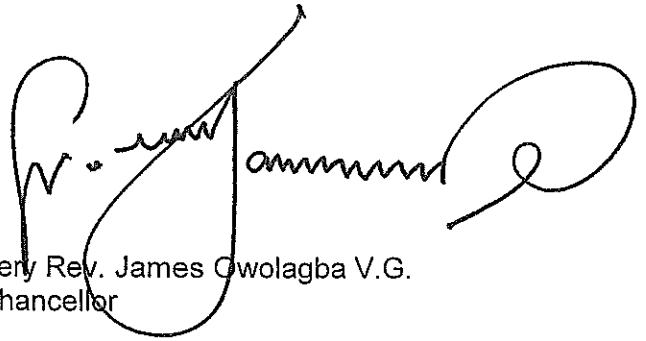
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Chairperson of Parish Pastoral Council



John Hartney  
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Chancellor

**Archdiocese of Regina  
Chancery Office  
445 Broad St. N,  
Regina, Sk. S4R 2X8**



BYLAWS

OUR LADY OF PEACE PARISH  
October, 2015

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**Section 1. Committees of the Pastoral Council**

A) The 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) Education / Sacraments
- d) Youth
- e) Vocation Awareness
- f) Social Justice
- g) Ecumenism
- h) Communications and Public Relations
- i) Pastoral Care
- j) Deanery Pastoral Council
- k) Membership
- l) Personnel Committee

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) Seniors

**Section 2. Committees of the Finance Council**

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
- d) Building Addition

**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, including, but not limited to:

- 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) Education and Sacraments – 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, Sacrament Preparaton, Christian Leadership Course, 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) Vocation Awareness - This committee is responsible for promoting and fostering a culture of vocations to the priesthood and religious life.
- 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) 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](http://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.

- I) Pastoral Care—This committee is responsible for:

- 1) Visiting, praying with, and providing communion, when requested, to the ill at home or in hospital.
- 2) Support those going through a life crisis.
- 3) Maintain contact with those unable to attend Church due to illness or disability.

- J) Deanery Pastoral Council Rep—This committee represents the pastoral council on the local Deanery Pastoral Council and reports on issues and activities related to the deanery.

- K) Membership – This committee is responsible for developing and maintaining good relationships between parishioners and parish organizations, with other parishes and with the community at large. Some examples of duties are:

- 1) Within the parish, good relationships are maintained by keeping parishioners informed through weekly parish bulletin and periodic newsletters, distribution of “welcome kits” to new parishioners and by recognizing deserving parishioners.

- 2) Favourable relationships with other parishes are maintained through an interchange of information about parish events.
  - 3) Maintenance of an up-to-date parish membership list, which will be verified and updated through parish census as directed by the pastoral council.
- L) Personnel Committee – The Personnel Committee is responsible for the personnel policies, procedures and compensation of Parish employees in accord with applicable Labour Standards as established the Federal and provincial /governments
1. Provide leadership with regard to recruitment, selection, hiring and firing, training and evaluation of Parish employees as needed.
  2. The Personnel Committee will consist of:
    - Vice-Chair Pastoral Council – designated Chair of Personnel.
    - Chair of Finance Council or his/her designate.
    - Chair of Pastoral Council (ex-officio member).
    - One other member, preferably with experience in Human Resources.
  3. Committee Chairperson will be the contact for personnel matters and be the spokesperson regarding personnel matters and have the discretionary right to call a meeting with full or partial membership.

#### **Section 4. Responsibility of Committees of 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.
  - 2) i) Developing a roster of collection counters.
    - ii) 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.
    - iii) If there are only two persons counting, these may not be from the same household or related to each other.
    - iv) The counting of collection should always be done at the church.
  - 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, and presenting the revised budget for approval by the pastor. A copy of the revised budget will be 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 \$5,000.

- 8) Monitoring the parish revenue flow and establishing long-range fiscal plans.
  - 9) Follow the Archdiocesan Financial Regulations, rev April 2010 rev. Appendix VI and future updates thereof.
- 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, or at minimum, having a seat on any committee responsible for such projects.
  - 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, rev April 2010).
- C) Hall – This committee is responsible for:
- 1) Setting hall rental policies, procedures and rates, and to make those policies, procedures and rates available to parishioners and the public.
  - 2) Handling and scheduling hall rental requests, while ensuring bookings do not interfere with Church events.
  - 3) Ensure procurement of damage deposits, when required.
  - 4) Ensure any required facilities or resources required by the renter are available, as needed.
  - 5) Providing Hall walk-throughs both before and after rentals to ensure the Hall is not damaged.
  - 6) To arrange repair estimates, and assist with restitution from renters for any damages incurred during Hall rental.
- D) Building Addition – This is an 'ad hoc' committee arising from the Decree of Erection for Our Lady of Peace parish, dated August 1, 2014, in which Bishop Bohan directs 'a new Church building will be built around the present site of the now suppressed Good Samaritan Parish, Regina to be known as and called Our Lady of Peace'.
- This committee will:
- 1) Investigate and report to Pastoral and Finance Council on the options and costs to construct a separate worship space at the current Church and Hall location.
  - 2) Keep the parish community informed as to the progress of this project.
  - 3) Add and subtract members as required through the various phases of this project.
  - 4) Disband at such point as the worship space is constructed and operational.

**Section 5. Protocol**

All members of the PPC, PFC, Committees and Volunteers are required to complete the Archdiocesan Protocol before engaging in any office of Services in the parish.

These Bylaws were discussed and approved by both Parish Pastoral Council and Parish Finance Council.

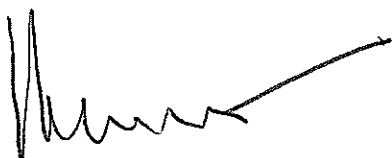
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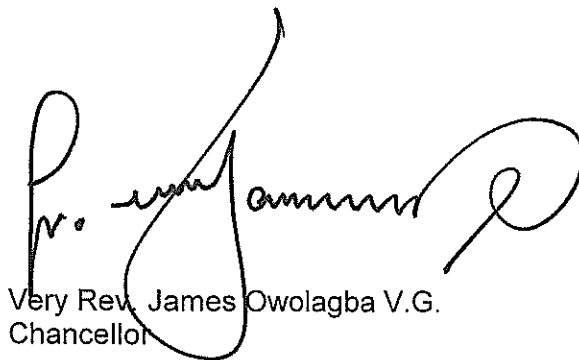
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