

*Constitution & Bylaws
of the
St. Gerard Parish Council*



*St. Gerard's
Roman Catholic Parish
Yorkton*

Revised November 2022

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**CONSTITUTION OF
PARISH PASTORAL COUNCIL
AND
PARISH FINANCE COUNCIL**

**ST. GERARD'S PARISH
YORKTON, SASKATCHEWAN**

November, 2022

MISSION STATEMENT

St. Gerard's Parish seeks to celebrate the glory of God the Father and promote the mission of our Lord Jesus Christ, according to the precepts of the Church, building the Body of Christ and reaching out in love of the Holy Spirit.

The parish, founded December 11, 1904, serves the faithful who live within a 30 to 40 kilometer radius of the City of Yorkton, Saskatchewan.

MANDATE AND RESPONSIBILITIES

The Code of Canon Law (1983) states that:

- a) A pastoral council (Canon 536) is to be established in each parish if considered opportune by the Diocesan Bishop.
- b) A finance council is to be established, which is obligatory (Canon 537).

As a parish community we comply with the policies of the Archdiocese of Regina.

ARTICLE 1 THE PARISH PASTORAL COUNCIL

Parish Pastoral Council ("PPC") has an invaluable leadership role as indispensable vehicles for the Word of God, the voice of the Spirit to be heard guiding the Church.

1.1 ROLE

The role of the PPC is:

- a) To act as a consultative body serving the parish alongside the pastor in the spirit of mutual appreciation, charity and dialogue;

- b) 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);
- c) To share the concerns of the broader church – other parishes, deaneries, diocese, church universal; and
- d) To strive to enable the parish community to bring the gospel message to all people and places in their neighbourhood and beyond.
- e) To set an example of a Christian community in action.

1.2 RESPONSIBILITIES

The responsibilities of the PPC include:

- a) Growing in knowledge of the mission and the ministry of Jesus in which the parish community, by virtue of baptism, is called to share;
- b) Understanding and/or assisting with the development of a community vision or mission that takes into consideration the overall good of the parish;
- c) 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; and
- d) Knowing the guidelines for the PPC and reviewing them regularly (for example, at least once every two (2) years).

1.3 MEMBERSHIP REQUIREMENTS

The requirements to serve as a member of the PPC are as follows:

- a) being a practicing Catholic, confirmed in the faith
- b) is in full communion with the Catholic Church
- c) is a registered parishioner
- d) is sixteen (16) years of age or older

Those who are employed by the parish are not eligible to serve on the PPC.

1.4 MEMBERSHIP QUALIFICATIONS

The qualifications of members should include:

- a) understanding the purpose of the PPC
- b) striving to be an example of Christian commitment
- c) whether elected, appointed, or representing a particular group on the PPC, each member is to be committed to the larger mission of the parish community
- d) communicating well in all aspects: listens to others, reflects on what is seen and heard, and shares ideas with clarity
- e) working well with groups: supports, affirms, and respects others and their gifts

- f) being prepared to work with others to creatively solve problems and to undertake new initiatives

1.5 COMPOSITION

Members should encompass various dimensions of the parishioners, including gender, age, culture, profession, social condition, geographic sectors within the parish territory, pastoral activities, and the pastoral staff.

Membership is determined:

- a) through election by the parish (as the primary method of selection);
- b) by appointment by the pastor to ensure that there is a good representation of all dimensions of the parish;
- c) through recommendations from the pastoral staff or the PPC; and
- d) through representation from specific parish organizations.

Membership is to be no more than 13 persons, which includes:

- a) The Executive (4)
- b) Standing Committees determined by the elected membership (5)
- c) Catholic Women's League Representative (1)
- d) Knights of Columbus Representative (1)
- e) Members-at-large appointed by the pastor (1)

1.5.1 EXECUTIVE

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

- a) The PPC is presided over by the parish priest (*Code of Canon Law, Canon 536*)
- b) The Chairperson is appointed by the pastor or the elected membership
- c) The Vice-chairperson is appointed by the elected membership
- d) The Secretary may be elected or appointed by the elected membership

1.5.2 STANDING COMMITTEES

Refer to the Bylaws for a non-inclusive list of Standing Committees. The PPC identifies the needs of the faithful and seeks the means to meet these needs by bringing forth the ministries required.

ARTICLE 2 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.

2.1 ROLE

The role of the PFC is:

- a) To act as a consultative body serving the parish in close collaboration with the pastor;
- b) To oversee the financial matters of the parish;
- c) To provide financial and administrative planning and related consultation; and
- d) To work collaboratively with the PPC to ensure that parish goals are understood and supported financially.

2.2 RESPONSIBILITIES

The responsibilities of the PFC include:

- a) Administer all property of the parish in accordance with *Canon Laws 1282 and 1284*, Diocesan Policy and/or Directives.
- b) Prepare and present an annual budget for both operating and capital expenditures of the parish based on:
 - i) goals and objectives of the parish determined by the pastor and the PPC;
 - ii) input from relevant parish committees;
 - iii) financial patterns of the parish for preceding years; and
 - iv) financial estimates for the future needs of the parish.
- c) Examine operating costs of the parish to ensure that financial resources and goals are compatible.
- d) Submit proposals to the pastor and PPC based on:
 - i) a study of parish revenues;
 - ii) donations and other revenue;
 - iii) recommendations for maintaining or increasing revenue to meet parish objectives and priorities.
- e) Initiate fund-raising projects.
- f) Assist the PPC in the coordination of the parish's responsibility with the Archbishop's Appeal and other archdiocesan special projects.
- g) Arrange for all book keeping functions; completion of the annual financial report to the Archdiocese; submission of the annual charity return, payroll and sales tax government reports and remittances to Revenue Canada; filing of Workers' Compensation claims and reports; and filing of provincial sales tax government reports.
- h) Recommend the appointment of a firm to perform an annual review of the financial records.
- i) Promote communication regarding finances to parishioners:
 - i) publish an annual review report; and
 - ii) share quarterly and annual financial statements with the PPC
- j) Monitor maintenance of parish buildings, cemeteries and other related buildings and properties.

- k) Oversee the operation of the parish hall and meeting rooms, including approving operational guidelines and determining the associated fees.
- l) May access the financial records of the parish.

2.3 MEMBERSHIP REQUIREMENTS

The requirements to serve as a member of the PFC are as follows:

- a) being a practicing Catholic, confirmed in the faith
- b) is in full communion with the Catholic Church
- c) is a registered parishioner
- d) is sixteen (16) years of age or older

Those who are employed by the parish are not eligible to serve on the PFC.

2.4 MEMBERSHIP QUALIFICATIONS

The qualifications of members should include:

- a) understanding the purpose of the PFC
- b) being skilled in financial administration; and
- c) understanding the relationship between the PPC and the PFC as articulated in this document.

2.5 COMPOSITION

Membership is determined:

- a) through election by the parish (as the primary method of selection);
- b) appointed by the pastor in consultation with the PPC; and
- c) through recommendations from the pastoral staff.

Membership is to be no more than 6 persons, which includes:

- f) The Executive (3)
- g) Standing Committees determined by the elected membership (2)
- h) Members-at-large appointed by the pastor (1)

2.5.1 EXECUTIVE

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

- a) The Pastor may preside over the PFC.
- b) The Chairperson may be appointed by the pastor or elected from the membership,
- c) The Secretary may be appointed by the pastor or elected from the membership.

2.5.2 STANDING COMMITTEES

Refer to the Bylaws for an inclusive list of Standing Committees.

ARTICLE 3 ANNUAL GENERAL MEETING - NOMINATIONS - ELECTIONS - TERMS OF SERVICE

3.1 ANNUAL GENERAL MEETING

An Annual General Meeting of the Parish shall be called prior to the thirty-first (31st) day of March each year and shall be publicized two (2) weeks in advance of the date selected for the purpose of:

- a) Reporting the activities of the PPC and its committees during the past calendar year.
- b) Reporting the activities of the PFC and its committees.
- c) Electing members to the PPC and PFC.

The Annual General Meeting is advisory to the pastor.

3.2 NOMINATIONS

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 insert a copy of a nomination form in the parish bulletin.
- b) Forward completed nomination forms to the pastor for approval.

3.3 ELECTIONS

For elections:

- a) Voting will be by secret ballot and decided by a simple majority.
- b) Council shall appoint five (5) scrutineers for the elections.
- c) Nominee profiles will appear in the bulletin for two Sundays following the general meeting.
- d) Elections are to take place the 2nd and 3rd Sunday after the annual general meeting provided it does not conflict with Palm Sunday and Easter Sunday.
- e) Polling stations shall be set up in the parish hall. Voting will take place one hour before and after Saturday evening Mass; and one hour before, between, and after Sunday Masses.
- f) Election results are to be announced as to the successful candidate. All tallies are to be kept secret by the scrutineers.

3.4 TERMS OF SERVICE

- a) All Council positions will be elected/appointed for a two (2) year term with a maximum of two (2) consecutive terms, (four (4) consecutive years) if nominated and elected by the assembly according to 3.3 or appointed by the pastor.

- b) Newly elected/appointed members shall take over duties at the first regular council meeting following elections.
- c) At the first meeting following the election, the elected members will recommend to the pastor the committees that will best-serve the parishioners and the community, having identified the needs of the faithful.
- d) At the first meeting following the election, the elected members will appoint/elect the Executive, as well as come to a consensus as to which elected members will be chairperson for each committee.

ARTICLE 4 MEETINGS

4.1 REGULAR MEETINGS

- a) Regular meetings of the PPC and the PFC shall be held monthly, September through June inclusive, called by the chairperson or the pastor at the request of a PPC (PFC) member.
- b) All PPC meetings shall be open to parish members.
- c) An agenda is to be developed by the pastor, chairperson and one other member and circulated, if possible, prior to the meeting.
- d) The Council chairperson manages the regular meeting.
- e) At the PPC meeting the goal is to strive to achieve consensus, such that each person supports the recommendation-making process.

4.2 GENERAL MEETING

The chairperson of the PPC shall call a general meeting of the Parish:

- a) Upon receipt of a written request signed by at least 50 members of the parish.
- b) When requested by a majority of the pastoral council.
 - i. Notice of a general meeting shall be publicized at the Sunday Mass or Lay Presided Service two (2) weeks in advance of the date selected.
 - ii. At all meetings of the parish as a whole, all those present shall constitute a quorum.

4.3 SPECIAL MEETING

- a) Special meetings of the pastoral council or finance council may be called by the respective chairperson on a three (3) day notice to each member, stating the date, time, place 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 council upon the written request of at least three (3) members of the council. The request must set out the purpose for the special meeting.

- d) The pastor, if he deems necessary, may call, with sufficient notice, a special meeting of the pastoral council or finance council.

ARTICLE 5 VACANCIES

5.1 Any member of the pastoral council or finance council who absents him/herself for 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.

5.2

- a) The vacancy in the office of PPC chairperson shall be filled by the PPC vice-chairperson, who shall complete the unexpired term of the incumbent.
- b) A vacancy in the office of the vice-chairperson shall be filled by appointment by the PPC.
- c) The vacancy in the office of PFC chairperson shall be filled by the pastor.
- d) Vacancies and positions other than those mentioned above shall be filled by a council appointee, recognizing first unsuccessful nominees, completing the term of office of the member he/she replaces.
- e) If a vacancy occurs within six (6) months to the day prior to election, the position may be left vacant until regular elections.
- f) If a vacancy position occurs as a result of no nominations for an elected position, then the Council has the authority to recommend a member to the pastor.

5.3 Resignations of council members must be in writing.

ARTICLE 6 COMMITTEES OF THE PASTORAL COUNCIL

6.1

- a) The standing committees and other representatives are described in the bylaws.
- b) The PPC may establish ad hoc committees as the need arises, and these committees will report regularly to Council.

6.2

- a) The duties and responsibilities of each standing committee shall be set by the pastoral council.
- b) The standing committees are to meet regularly.

6.3

- 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 for successive years.

- c) The committee chairperson will appoint a vice-chairperson and secretary to assist in conducting the business of the committee.
- d) The committee chairperson shall preserve minutes, financial records, notes and records of events/celebrations. All of these records are to be passed on to the new council member at the end of the term of office.
- e) Each standing committee shall meet at least once between each council meeting to plan, carry out, and evaluate its activities.
- f) Each standing committee shall be competent in making decisions in its area of responsibility and make recommendations to council on matters concerning the parish as a whole.
- g) The committee chairperson shall submit a monthly statement of expense/income at each council meeting.
- h) The committee chairperson shall submit a monthly report to the council secretary four (4) days prior to each council meeting.
- i) The committee chairperson shall submit an annual financial budget to the finance council chairperson by December 1.
- j) The committee chairperson shall submit an annual written report thirty (30) days prior to the annual general meeting.

6.4 The vice-chairperson of each committee, subject to the approval of the PPC, 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 PPC.

ARTICLE 7 COMMITTEES OF THE FINANCE COUNCIL

7.1 The PFC may structure committees as deemed necessary and as outlined in bylaws:

- a) The duties and responsibilities of each standing committee shall be set by the PFC.
- b) The standing committees are to meet regularly.
- c) 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.
- d) Member at large appointments shall be for a period of one (1) year, but members may be reappointed for successive years.

7.2

- a) An annual financial statement, reviewed by a professional accounting firm, shall be presented to the PPC prior to the annual meeting for the previous calendar year.

ARTICLE 8 SIGNING AUTHORITIES AND BANK ACCOUNTS

8.1 SIGNING AUTHORITY

Signing authority shall be:

- a) The pastor and either the PFC chairperson or the PPC chairperson.
- b) In the event of an extended absence of the pastor, both the PFC chairperson and the PPC chairperson.

8.2 BANK ACCOUNTS

No bank accounts in the name of the parish may be set up by a parish council committee or sub-committee without the express permission of the pastor. Signing authority as in 8.1.

ARTICLE 9 AMENDING THE CONSTITUTION

- a) The Constitution may be amended by a two-thirds (2/3) majority at a special meeting.
- b) Two-week's notice shall be given in the parish bulletin prior to a special meeting to amend the Constitution.
- c) The amended Constitution must be forwarded to the Canadian Charities Directorate.

ARTICLE 10 NEW/AMENDED 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.
- d) Amended bylaws showing the signatures of three directors and the effective date are to be provided to the Charities Directorate.

CONSTITUTION APPROVED

Date

November 16, 2022

Rev. Louis Kim Nguyen

Pastor

J. Mark Bell

Pastoral Council Chairperson

Joanne Geysen

Pastoral Council Secretary

Nathan Bewcyk

Finance Council Chairperson

**BYLAWS OF
PARISH PASTORAL COUNCIL
AND
PARISH FINANCE COUNCIL**

**ST. GERARD'S PARISH
YORKTON, SASKATCHEWAN**

November, 2022

**SECTION 1 STANDING COMMITTEES OF THE PASTORAL
COUNCIL**

1. The PPC, being entrusted with the spiritual and temporal care and development of the parish in conjunction with the pastor, does hereby suggest the following committees to carry out its mission. (Note that this list is non-inclusive and may change based on the needs of the parish.)

- a) Liturgical
- b) Religious Education
- c) Social Justice
- d) Family, Community and Social Activities
- e) Public Relations
- f) Youth
- g) Ecumenical
- h) Stewardship

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

- a) Catholic Women's League
- b) Knights of Columbus

**1.1 RESPONSIBILITY OF THE EXECUTIVE AND COMMITTEES OF
PASTORAL COUNCIL**

1.1.1 EXECUTIVE

Chairperson

1. Chairs the PPC meetings and annual assembly meeting.

2. Prepares an agenda for each meeting in consultation with the pastor and one other member.
3. Shall ensure that each PPC committee meets regularly and fulfills its mandate according to the Bylaws.

Vice-Chairperson

1. Acts as chairperson in his/her absence.
2. Follows all of the above stated duties of the Chairperson in his/her absence.
3. Serves as a representative of St. Gerard's on the Deanery Pastoral Committee.

Secretary

1. Records minutes of all regular PPC and assembly meetings.
2. Maintains those records for the parish files.
3. Writes letters, thank you notes, or other correspondence with the approval of council.
4. Ensures that each newly elected member is in possession of a copy of St. Gerard's Parish Council Constitution and Bylaws.
5. Prepares highlights of the PPC meeting for the following Sunday bulletin.

1.1.2 PPC COMMITTEES

Note: The following list of committees is non-inclusive and may vary depending on the particular needs of the parish at a particular time.

Liturgical Committee

The Liturgical Committee, in cooperation with the pastor, is responsible to provide for meaningful liturgical celebrations.

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

1. Designated responsibilities are in the following areas:
 - a) Sacristans
 - b) Altar Linen
 - c) Children's Liturgy
 - d) Ministries: Lectors, Welcomers, Communion Ministers, Communion to the Shut-ins, Hospitality, Music and Altar Servers
 - e) Scheduling of ministries in item d)
 - f) Art and Environment (including Banners)
2. Reviews and evaluates past liturgical celebrations.
3. Provides formation for all liturgical ministers.
4. Provides schedules for all ministries.
5. Maintains and obtains sacred vessels and all liturgical supplies.
6. Maintains and obtains all vestments and altar server albs.

7. Works with the caretaker and properties chairperson to maintain all liturgical furnishings.
8. Keeps an updated inventory of liturgical items, furniture, instruments, etc.

Religious Education Committee

The Religious Education Committee, in conjunction with the pastor, is to assist parishioners in the development of their spiritual life by providing all parish members and inquirers with an opportunity to further their knowledge of the Roman Catholic Faith.

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

1. Designated responsibilities are in the following areas:
 - a) Rite of Christian Initiation for Adults (R.C.I.A.)
 - b) Baptism for children and youth
 - c) Confirmation and First Eucharist Programs for children and youth
 - d) First Reconciliation Program for children and youth
 - e) Marriage Preparation Program
 - f) Parish Education Programs such as retreats, Bible Study
 - g) Parish-based Religion Programs for those families who do not attend Catholic schools
2. Reviews and evaluates events.

Social Justice Committee

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. It works closely with the pastor and with those groups within our community and Archdiocese who study the issues of social justice.

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

1. Designated responsibilities are in the following areas:
 - a) Promotes the programs of Canadian Catholic Organization for Development and Peace (Caritas Internationalis)
 - b) Responds to local service projects such as programs for the elderly, sick, the physically and/or mentally challenged individuals, the homeless, and the hungry, including the Salvation Army Kettle Campaign.
 - c) Supports all agencies of pro-life in all its forms.
 - d) Brings awareness to the parish of those critical social issues which affect all of our lives and is drawn from the basis of solid Catholic social teaching.

Family, Community and Social Activities Committee

The Family, Community and Social Activities Committee is responsible for promoting Christian growth among parish families and for developing a sense of belonging and community.

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

1. Designated responsibilities are in the following areas:
 - a) Establishes a “Welcome Ministry Team” to welcome new parishioners, to provide them with information about the parish and local community, and to provide opportunities for them to meet their parish community.
 - b) Coordinates refreshments after Sunday Masses and other occasions.
 - c) Assists the pastor with making decisions on how to best-serve luncheons to our bereaved families.
 - d) Organizes and hosts social functions associated with the sacraments and sacrament preparation.
 - e) Organizes and hosts parish events i.e., Christmas Social.
 - f) Maintains records of all social functions, including groceries used, attendance, and volunteers required.

Public Relations

The Public Relations Committee is responsible for developing, maintaining and promoting favorable relations with parishioners, other parishes, churches and the public.

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

1. Designated responsibilities are in the following areas:
 - a) Keeps parishioners informed by means of newsletters and ensures the distribution of them.
 - b) Promotes St. Gerard’s ideas and ideals through the media.
 - c) Arranges for photos and/or videos to be taken at parish functions.
 - d) Keeps and updates photo albums and scrapbooks.
 - e) Keeps an up to date account of the parish history.

Youth Committee

The Youth Committee is responsible for fostering and coordinating the activities of the youth of the parish in grades seven (7) to twelve (12).

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

1. Designated responsibilities are in the following areas:

- a) Promotes and encourages youth participation in the full life of the parish, including the liturgical ministries.
- b) Provides a forum in which the youth of our parish may take part in the direction of the parish.
- c) Provides social and spiritual opportunities for the youth of our parish.
- d) Arranges communications, transportation and refreshments for youth events.

Ecumenical Committee

The Ecumenical Committee, in consultation with the pastor, is encouraged to assist the parish in fostering healthy ecumenical relations with other Christian communities within the parish boundaries.

Note: Refer to Article 6 Committees of the Pastoral Council and the following:

- 1. Each year, the ecumenical representative should:
 - a) assist in coordinating a Week of Prayer for Christian Unity celebration and invite parishioners to partake in the prayer service (usually early part of January)
 - b) make known and encourage World Day of Prayer (the first Friday of March)
 - c) if possible, attend the annual Archdiocesan Ecumenical Workshop.

Stewardship Committee

The Stewardship Committee is responsible for creating awareness in all parishioners that everything comes from God: our life, our talents, our abilities, our intellectual gifts and our holiness, and that these gifts are entrusted to us by God 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.

Note: Refer to Article 6 Committees of the Pastoral Council.

SECTION 2 STANDING COMMITTEES OF THE FINANCE COUNCIL

- 1. The PFC, 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) Properties
 - c) Hall

2.1 RESPONSIBILITY OF THE EXECUTIVE AND COMMITTEES OF FINANCE COUNCIL

2.1.1 EXECUTIVE

Chairperson

1. Chairs the PFC meetings.
2. Prepares an agenda for each meeting.
3. Ensures that each PFC committee meets regularly and fulfills its mandate according to the Bylaws.
4. Is responsible for the financial administration of the parish:
 - a) Assists in drawing up a clear and accurate inventory of the parish temporal goods
 - b) Develops a roster of collection counters
 - c) Establishes an annual parish budget for approval by the pastor
 - d) Forwards a copy of the approved budget to the pastoral council
 - e) Ensures prompt payment of all parish accounts and maintenance of appropriate accounting records
 - f) Makes a recommendation concerning disbursements in excess of \$1,000.00
 - g) Monitors the parish revenue flow and establishes long-range fiscal plans
 - h) Familiarizes oneself with the Archdiocesan Financial Regulations

Secretary

1. Records minutes of all finance council meetings.
2. Maintains those records for the parish files.

2.1.2 PFC COMMITTEES

Properties Committee

The Properties Committee, in conjunction with the pastor, is responsible for the maintenance and operational care of the church, the rectory, the parish hall, the grounds, the equipment belonging to St. Gerard's Parish, as well as Roman Catholic cemeteries and associated properties within the parish boundaries that have been deemed to be under the care of the parish by the Archdiocese of Regina.

Note: Refer to Article 7 Committees of the Finance Council and the following:

1. Designated responsibilities include:
 - a) Studies and updates insurance coverage on all properties.
 - b) Keeps a current inventory of all parish fixed and movable properties.
 - c) Is responsible for security measures of the entire plant.
 - d) Is responsible for any construction, renovation or additions to the parish physical plant.
 - e) Obtains bids for major repairs for approval by council.
 - f) Tends to the seasonal plantings and monitor the maintenance of shrubs, lawns, flowers.
 - g) Monitors the duties of the caretaker for all properties.

- h) Is familiar with the Archdiocesan Building Regulations and Roman Catholic Cemeteries Policy and any provincial legislation.

Hall Committee

The Hall Committee, in conjunction with the pastor, is responsible for the operation and maintenance of the parish hall. The parish hall is a vital extension of the church, and is to be used for promoting and fostering the community of St. Gerard’s.

Note: Refer to Article 7 Committees of the Finance Council and the following:

Designated responsibilities include:

- a) Determines and recommends changes to the rental fee structure.
- b) Develops and implements operating policies and procedures.
- c) Oversees the maintenance and repair of the parish hall and meeting rooms in cooperation with the properties committee.
- d) Coordinates the bookings, activities, events and projects within the parish complex (Social Hall, Meeting Room A, Meeting Room B, kitchen).

BYLAWS APPROVED

Date

November 16, 2022

Rev. Louis Kim Nguyen

Pastor

J. Mark Bell

Pastoral Council Chairperson

Joanne Geysen

Pastoral Council Secretary

Nathan Bewcyk

Finance Council Chairperson