

THE UKRAINIAN CATHOLIC PARISH
OF ST. JOSAPHAT CATHEDRAL
10825—97th Street, Edmonton, Alberta T5H 2M4

PARISH BY-LAWS

APRIL 30, 2018

PREAMBLE

We, parishioners, incorporated into Christ through baptism, are constituted the people of God. As such, we are called, each according to his or her own condition, to participate in the teaching, sanctifying and shepherding ministry of Christ, and to exercise the mission which God has entrusted to the Church to fulfill in the world.

The mission of our parish is understood in the light of the mission statement of the Eparchy of Edmonton, which is: *“To lead people into an ever-closer communion with the Trinity by together living out the Gospel of Jesus Christ and the teaching and spirituality of the Ukrainian Catholic Church.”*

Together with our Pastor, we recognize the authority of the Bishop of the Ukrainian Catholic Eparchy of Edmonton, and we exercise our ministry in accordance with the *Code of Canon Law for the Eastern Churches* (1990), *the Particular Law of the Ukrainian Greek Catholic Church* (2006), *the Ukrainian Catholic Parishes Incorporation Act* (1956, rev. 1987), *the Parish Pastoral Council Guidelines for the Eparchy of Edmonton* (2008), and Eparchial statutes, customs and formal directives.

Article 1

Name and Mission

1.1. The name of the Parish at the Cathedral of the Bishop of Eparchy of Edmonton is “The Ukrainian Catholic Parish of Saint Josaphat Cathedral.”

1.2. The mission statement of the Ukrainian Catholic Parish of Saint Josaphat is: *“We the people of God, united by the Holy Spirit and with faith in the resurrected Christ respond to our baptismal call by being a welcoming and loving community in the service of God and all people.”*

Article 2

Parish Membership and Duties

2.1. In these By-laws, a “Parish Member” is a baptized Christian or an enrolled Catechumen who is registered in the Parish Membership Registry as an individual or member of a family household and who participates in the life of the Parish.

2.2. To become a Parish Member, as an individual or a family household, one must declare one’s intention in one of the following ways:

- (i) filling out and submitting a parish registration form,
- (ii) requesting a set of parish donation envelopes, or
- (iii) contacting the Parish Office and providing the necessary contact information.

2.3. All individuals within a registered family household are automatically members of the Parish.

2.4. Parish Membership is renewed annually with an initial donation to the Parish in the month of January.

2.5. A Parish Member may be removed from the Parish Membership Registry:

- (i) if the individual or family household requests to be removed from the Parish Membership Registry; or
- (ii) with the approval of the Pastor, once attempts have been made to contact the individual or family household that has been inactive for at least two years.

2.6. A Parish Member becomes inactive if the Parish Member has not made a donation to the Parish in two consecutive years.

2.7. If a Parish Member is causing serious scandal, disruption or division within the Parish, the Pastor, with the appropriate consultation with the Bishop and Pastoral Council, may revoke that individual’s membership.

2.8. As Ukrainian Catholics, Parish Members share the following rights and obligations:

- (i) to strive to live a holy life and to promote the growth of the Church by the witness of their example (*CCEC, Can. 13*),
- (ii) to share the divine message of salvation with all who seek to know, serve and to love God (*CCEC, Can. 14*) and to participate in the mission of the Church to teach, to sanctify and to shepherd (*CCEC, Can. 19*),

- (iii) to follow what the Pastors of the Church, as representatives of Christ, declare as teachers of the faith or determine as leaders of the Church (*CCEC, Can. 15.1*),
- (iv) to worship God with the Church every Sunday, and all holy days of obligation, participating in the Divine Liturgy and abstaining from hard work,
- (v) to fast and to practice abstinence on the days appointed by the Church,
- (vi) at least once a year, to approach the Mystery of Repentance (Confession) and to receive Holy Communion during the Paschal season,
- (vii) to express one's needs, desires and opinions on matters which pertain to the good of the Church – with the Bishop, the Pastor, Clergy, the Pastoral Council and at General or Special Parish Meetings,
- (viii) to participate in the life of the Parish by attending divine services and prayers; receiving sacraments; building community and fellowship; fostering mutual respect and love for one another; participating in Parish functions, events, programs and projects,
- (ix) to assist with the material and spiritual needs of the Parish, so that the Parish has what is necessary for divine worship, apostolic work, works of charity, property maintenance, capital projects and sustenance of ministers,
- (x) to vote at General or Special Parish Meetings and to elect members to the Parish Pastoral Council, who will serve as the voice of the laity and represent the Parish Membership on all matters pertaining to the life of the Parish.

Article 3

Nature and Function of Council

3.1. The Parish Pastoral Council, referred to as “Council” in these By-laws, is a representative body of the parishioners in this Parish, whose purpose is to promote the mission of the Church.

3.2. The Council is the main coordination and unifying body of the parish and is responsible for overall parish pastoral development, formulating policies and procedures, and developing goals and objectives for presentation at the Annual General Meeting (AGM), and reviewing their implementation regularly.

3.3 The Council, in accordance with the teaching of the Church, shall have a consultative voice. It shall work in close collaboration with the Pastor, who is entrusted by the Bishop with the pastoral care of the faithful of the parish, and who represents the juridical person of the Parish both in canon law and civil law. Through the Council's insights, expertise and prudent advice, the Council will help the Pastor identify, implement and evaluate those initiatives which are best suited to spreading the Gospel.

3.4 The Council fulfills its responsibilities by perceiving a particular pastoral need, studying it with prayer and dialogue, and proposing to the Pastor the Parish a way to respond to that need.

3.5. The Council may employ a variety of decision-making procedures, including deferring a decision via a recommendation. These include executive decision, majority vote, minority decision, parish consultation, consensus decision making, and expert decision making.

3.6. Where the parish is civilly incorporated, the Ukrainian Catholic Parishes Incorporation Act permits the Council to decide questions at meeting by a majority vote (50%+1), keeping in mind that the Pastor, duly appointed by the Bishop, is the head or president of the Parish.

3.7. All decisions of Council require the final approval of the Pastor.

Article 4

Pastoral Council Membership

4.1. The President of the Council shall be the Pastor duly appointed by the Bishop.

4.2. The Council Executive shall consist of the following Officers: the President (the Pastor), the Chair, the Vice-Chair(s), the Secretary, and the Treasurer.

4.3. All Officers of the Executive shall be elected at the Parish Annual General Meeting for a two-year term. They may serve on the Executive for no more than three consecutive terms (six years) and no more than a total of seven (7) years on Council. However, they shall be eligible for re-election to Council after an absence of one year or more.

4.4. The Council shall consist of a minimum of ten (10) voting members and a maximum of twenty-four (24) voting members.

4.5. All priests, deacons and religious assigned to the Parish by the Bishop are *ex officio* members of the Council.

4.6. Lay Council members must be Parish Members in good standing, willing and able to share responsibility for the life and well-being of the Parish.

4.7. The Council shall consist of the following voting members:

- a. Pastor (President);
- b. Parish Priests, Deacons, Religious (*ex officio*);
- c. Chair;
- d. Vice-Chair(s);
- e. Secretary;
- f. Treasurer;
- g. Directors with portfolios, including, but not limited to, the following committees:
 - (i). Liturgical,
 - (ii). Music,
 - (iii). Religious Education,
 - (iv). Communications,
 - (v). Property Maintenance,
 - (vi). Verkhovyna Seniors' Home,
 - (vii). Parish Hall,
 - (viii). Social [Hospitality],
 - (ix). Bingo, and
 - (x). Grants;
- h. Organization representatives, including, but not limited to:
 - (i). Ukrainian Catholic Youth of Canada (UCYC),
 - (ii). Ukrainian Catholic Women's League of Canada (UCWLC),
 - (iii). Ukrainian Catholic Brotherhood of Canada (UCBC), and
 - (iv). Knights of Columbus;
- i. Representative to the Camp Oselia Board;
- h. Members at Large.

4.8. The Pastor may select one person representing the different areas of pastoral ministry in the parish to the Council (Youth, Choir, Altar Servers, Children of Mary, Parish Hall, Sunday School, Sadochok). These members have no voting rights.

4.9. Organizations within the parish, which are councils or chapters of a parent organization, may each have one representative on the Council with voting rights. (UCYC, UCWLC, UCBC, and Knights of Columbus).

4.10. Subject to Article 4.4, the Pastor, if he considers it to be necessary, may appoint additional members to the Council.

4.11. Parish Members may serve on the Council no more than seven (7) consecutive years. However, they shall be eligible for re-election to the Council after an absence of one year or more.

4.12. The period of elected membership on the Council, excluding the Executive, shall be for one year, commencing on the day of the Annual General Meeting, and terminating on the day of the next Annual General Meeting. The membership of those who are appointed by the Pastor to serve on the Council shall terminate on the day of the upcoming Annual General Meeting.

4.13. A member may be removed from the Council if the Executive deems that for a serious reason that member is not able to fulfill the obligations of a Council member.

4.14. Any Council member failing to attend three consecutive meetings without reasonable explanation shall be deemed to have resigned.

4.15. A member who resigns from Council shall do so in writing.

4.16. Vacancies shall be filled by appointment for the duration of the term. The appointments are made by the Pastor.

Article 5

Duties of the Council Executive

5.1. THE PASTOR (THE PRESIDENT) is a presbyter who is appointed by the Bishop, and to whom is entrusted the care of souls as the shepherd and head of the Parish (*CCEC, Can. 281*). He is called to know his flock and to lead them (*CCEC, Can. 289.3*). The Pastor has the following powers:

- a. in all juridical affairs, the Pastor represents the person of the Parish (*CCEC, Can. 290.1*);
- b. the Pastor may seek the insights, expertise and prudent advice of associate Clergy and Council members and collaborate with Clergy and the Council in the implementation of Parish initiatives;
- c. the Pastor is an *ex officio* member of all committees;
- d. all decisions of the Pastoral Council require the final approval of the Pastor.

5.2. THE CHAIR is elected lay leader of the Parish, chosen from amongst the laity to represent the Parish community, to assist the Pastor in governing the Parish, and to serve the needs of the Parish. The Chair shall fulfill the following duties:

- a. call to order and chair at all Council and Parish General Meetings;
- b. serve as an *ex-officio* member of all Council Committees;
- c. vote at Council meetings;
- c. refrain from making motions;
- d. work closely with the Pastor in all affairs associated with the life of the Parish.

5.3. THE VICE-CHAIR:

- a. shall assume the duties of the Chair in the latter's absence or at the request of the Chair;
- b. if so requested, shall serve as a director (chair) of a committee;
- c. shall be the custodian of the By Laws and ensure its annual review;
- d. shall ensure that there is a quorum and all meetings;
- e. ensure that the Parish Membership Registry is properly maintained and report any changes in membership to the Council;
- f. to ensure that all volunteers and staff, including, but not limited to, those working with finances, children, youth, vulnerable adults and elderly, have the proper background checks; and that the Parish conforms to the Eparchial policies and protocol outlined in the official document, "*Working Together for Safer Environments*" (October 1, 2010).

5.4. THE SECRETARY:

- a. shall keep minutes of all Council and Parish General Meetings;
- b. shall conduct and table all correspondence;
- c. shall serve as the chair of a committee, if so requested by Council;
- d. shall maintain a Register of Motions;
- e. maintains the Council list; distributes minutes and sends notifications to Council members as required or directed.

5.5. THE TREASURER

- a. shall ensure that income and expenses are properly recorded and that all accounts payable are signed weekly;
- b. shall oversee all financial matters associated with the Parish and shall supervise all staff associated with financial administration;
- c. shall report on financial matters at Council meetings and advise on all financial transactions pertaining to Parish needs;

- d. shall prepare an annual financial report for the Annual General Meeting;
- e. shall prepare a budget for discussion at a meeting of the Council and for final approval at the Annual General Meeting;
- f. shall oversee the formation, training and activity of the Count Committee, which counts donations collected;
- g. shall form and chair a finance committee, if so required and directed by Council.

Article 6 Committees

6.1. The Treasurer may form a finance committee to assist with the financial affairs of the Parish. Committee members are appointed by the Treasurer with the approval of the Pastor and the Council. The Treasurer serves as the chair of the committee.

6.2. Each Director on the Council may form a committee to assist with portfolio duties. Committee members are appointed by the Director with the approval of the Pastor and the Council. The Director serves as the chair of his or her committee.

6.3. Committees and subcommittees may be formed and dissolved at the discretion of Council to meet special needs, oversee projects, organize events or to advise the Council on matters of special concern. Other people, because of their particular expertise and competence, may be included in these Committees and Subcommittees.

6.4. The Council may appoint a chair for a newly formed committee. If the Council does not appoint a chair at the time it is formed by the Council, each committee shall elect from its members a chair. The newly formed committee may elect from its members a secretary, if it considers it necessary.

6.5. Standing and ad hoc committees shall report to the Council. Sub-committees shall report to their respective committee.

6.6. The Audit Committee shall:

- (i) consist of three or more persons, who are not at that time serving on Council;
- (ii) be elected by the Annual General Meeting or Special Meeting; or if necessary, by the Council;
- (iii) function independently of the Council;

- (iv) conduct an annual audit, reviewing all financial affairs of the parish, and prepare a final report for the Annual General Meeting;
- (v) be dissolved by the Annual General Meeting.

6.7. The Nominating Committee shall:

- (i) consist of two or three members appointed by the Council, at least forty days (40) prior to the Annual General Meeting;
- (ii) prepare a slate of candidates for the Council to be nominated for election at the Annual General Meeting;
- (iii) prepare a slate of candidates for the Audit Committee to be nominated for election at the Annual General Meeting;
- (iv) be dissolved after the election of a new Council.

Article 7

Meetings

7.1. The Council shall hold regular monthly meetings, with the possible exceptions of July and August. All meetings shall be called by the Pastor or in his absence, and with his consent, by the Chair. Where a meeting is held in the absence of the Pastor, all decisions are subject to his final approval.

7.2. Special meetings may be called by the Pastor or in his absence, and with his consent, by the Chair. At least forty-eight hours notice of special meetings shall be given to all members. Only those matters pertaining to the stated purpose of the special meeting may be discussed.

7.3. An Annual General Meeting of the parish must be held within four months of the fiscal year-end (January 1 – December 31). Written notification shall be given to parishioners by being printed in the parish bulletin for at least two consecutive Sundays prior to the meeting.

7.4. For all meetings, the Chair prepares the agenda in consultation with the Pastor. The agenda shall include matters pertaining to the mission of the Church.

7.5. Because of the unique nature of the Council, a short period of each meeting shall be given over to prayer and reflection on an appropriate passage from Sacred Scriptures.

7.6. A quorum shall consist of one-third of the Council membership.

7.7. The Pastor shall not vote at meetings; however, in case of a tie vote, the Pastor shall have the casting vote.

7.8. Roberts's Rules of Order shall govern the proceedings unless determined otherwise.

7.9. All meetings shall be held in open session, except for in-camera sessions. Parishioners shall be permitted to attend but have no voice and no vote.

7.10. The agenda of the Parish Pastoral Council meetings shall include:

1. Call to order and opening prayer/scripture reading
2. Approval of the agenda
3. Minutes of the previous meeting
4. Correspondence
5. Pastor's comments
6. Chair's report
7. Director/Committee reports
8. Business arising from the minutes
9. New business
10. Pastor's closing comments/prayer
11. Adjournment

7.11. The agenda of the Annual General Meeting shall include:

1. Call to order and opening prayer
2. Selection of the meeting chair and secretary
3. In *memoriam*, the singing of "Vichnaya Pamiat"
4. Minutes of the last Annual General Meeting
5. Pastor's comments
6. Chair's comments
7. Finance Committee report
8. Audit Committee report
9. Reports from committees and organizations
10. Old business
11. Budget
12. Nominating Committee report
13. Election/appointments
14. Statements from the coming Chair
15. Open discussion
16. Pastor's summary/closing prayer
17. Adjournment

Article 8

Commissioning & Formation of Members

8.1. Council members shall be commissioned during a Sunday Divine Liturgy in the presence of the parishioners whom they represent.

8.2. New Council members shall receive training and formation in their role and responsibilities shortly after their election/appointment. They shall be provided with a copy of the Council By-laws and other pertinent documentation related to Eparchial and parish policies and procedures.

8.3. The Council shall arrange for its entire membership an annual day of reflection on the nature and mission of the Church.

Article 9 **Financial Transactions**

9.1. Two signatures are required on all cheques. The signing authority for cheques resides with the Pastor or his assistant, and one of the following persons: the Chair, the Treasurer or the office manager of the Parish office.

9.2. The Pastor is authorized to expend a sum not greater than five thousand dollars (\$5,000.00) on financial transactions associated with the general operation of the Parish. Any expenditures over five thousand dollars (\$5,000.00) require Council consultation and approval.

9.3. All Capital Expenditures over five thousand dollars (\$5,000.00) for the Church, Church Property, Rectory, Parish Hall and Parish House require Council consultation and approval.

9.4 All Capital Expenditures that exceed twenty-five (\$25,000.00) must be authorized at a General Meeting of the Parish and approved by the Bishop and the Eparchial Financial Officer.

Article 10 **“Verkhovyna” Seniors’ Home**

10.1. The Parish shall elect/appoint Parish Members to serve on the Board of Directors (the “Board”) who will ensure the proper operation of four Seniors Citizens Homes (St. Josaphat, Fr. Hanas, St. Nicholas, and Barvinok Homes) according to the needs of their residents and the requirements directed by the *Alberta Housing Act* as revised.

10.2. The Board shall be made up of eight (8) active members:

- a. The Bishop of the Ukrainian Catholic Eparchy of Edmonton (or his chosen Eparchial representative);
- b. The Pastor of the Parish;

- c. Three members, who are active members of the Parish;
 - d. Three members, who are active members of other parishes in the Ukrainian Catholic Eparchy of Edmonton; to fill these positions, preference shall be given to representation from St. Basil Parish (Fr. Hanas Home), St. Nicholas Parish (St. Nicholas home), and Holy Eucharist Parish (Barvinok Home).
- 10.3. The members of the Board shall be elected annually at the Parish Annual General Meeting and will assume authority with the final approval of the Bishop of the Eparchy of Edmonton.
- 10.4. If a position on the Board becomes vacant, a new member may be appointed, confirmed by vote at a Board meeting, and approved by the Bishop.
- 10.5. A Board member may remain on the Board as long as he/she fulfills his/her obligations of attending meetings called by the Board Chair. A Board member may resign by submitting a letter to the Chair of the Board.
- 10.6. The Board can expel a Board member who fails to attend consecutive meetings or has exhibited behaviour deemed to be injurious to the effective operation of the Seniors' Residence by a vote at one of the Board meetings. The Board shall provide a letter regarding the expulsion to the expelled member.
- 10.7. Once the Board is selected, the members shall select a Chair, Vice-Chair and a Recording Secretary.
- 10.8. At meetings of the Board, a quorum will require the presence of five members.

Article 11

Approval of By-laws and Amendments

- 11.1. The By-laws shall not be amended, repealed or rescinded except by a vote of at least two-thirds of the members present at a Parish annual general meeting or a special meeting duly called for that purpose.
- 11.2. The By-laws shall be reviewed annually by the end of November.
- 11.3. All proposed amendments to the By-laws shall be presented to the Council not less than thirty (30) days prior to the meeting, and the Council shall discuss the proposed amendments.
- 11.4. All proposed amendments shall be published in the parish bulletin together with the notice of call of the annual general

meeting or special meeting duly called for the adoption of the proposed amendments.

11.5. The By-laws shall not have any force or effect, nor shall any committee have any powers until approved by the Bishop or the Eparchy of Edmonton.

11.6. The approved By-laws are to be made available to the parish members, including being posted on the website.

Article 12 Reference to General Norms

12.1. With regard to any matters not treated in the present By-laws, the norms of canon law and civil law shall be applied.

The 2018 revision of By-laws were approved at an Annual General Meeting of the Cathedral Parish on April 30th, 2018.