

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

PARISH BY-LAWS

Revised March 14, 2022

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:

1. *The Code of Canon Law for the Eastern Churches* (1990), also referred to in Latin as the *Codex Canonum Ecclesiarum Orientum* (CCEO).
2. *The Particular Law of the Ukrainian Greek Catholic Church* (2015).
3. *The Ukrainian Catholic Parishes Incorporation Act* (1956, rev. 1987).
4. *The Parish Pastoral Council Guidelines for the Eparchy of Edmonton* (2008).
5. *Working Together for Safer Environments* (Oct. 1, 2010).
6. Eparchial statutes, customs, and formal directives.

DEFINITION OF TERMS

All important terms used in this document are defined as follows. These terms are capitalized throughout the Parish By-Laws.

Ad Hoc Committee. An *Ad Hoc Committee*, also known as a *Select* or *Special Committee*, is formed temporarily by Pastoral Council or Finance Council to investigate and provide recommendations

relating to a specific issue or task. This committee is usually dissolved once the objective has been fulfilled.

Adult Parish Member. An Adult Parish Member is a Voting Parish Member in good standing, who is eighteen (18) years of age or older.

Advisor. An Advisor, also referred to as a *Member-At-Large*, is a voting or non-voting member on the Pastoral Council or the Finance Council, elected or appointed without a specific portfolio. The Advisor provides advice, based on his own personal experience and expertise.

Affiliate. An Affiliate is an organized group within the parish, which exists as a branch of a National or International Organization, with its own Charter and By-Laws, with the purpose of serving the Parish with supportive programs and financial assistance. The Ukrainian Catholic Brotherhood (UCB), the Ukrainian Catholic Women's League of Canada (UCWLC), and the Knights of Columbus are examples of Affiliates.

Annual General Meeting (AGM). The Annual General Meeting or "AGM" is the assembly of Parish Voting Members to review the work of the Parish as a whole, to establish new directives, and to elect a new Pastoral Council.

Conflict of Interest. Parish Members are in a Conflict of Interest when there exists the possibility that they can take advantage of their Parish Membership or their position on Council to further their own interests, or the interests of their family, or the interests of their business. Any Parish Member in a *Conflict of Interest* must abstain from any Parish decisions where the conflict exists.

Council. The word *Council* refers to both the Pastoral Council and the Finance Council.

Deacon. A Deacon is a cleric, ordained by the Eparchial Bishop to the major order of the diaconate. A Deacon may be assigned to a Parish to serve, and to assist the Pastor in his duties.

Director. A Director is an elected member on the Pastoral Council who assumes responsibility for a specific Standing Committee.

Eparchy. An Eparchy is a portion of the People of God, which is entrusted to the care of a Bishop and his presbyters (priests). The Eparchy constitutes a particular Church, in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative (CCEO, c. 177).

Eparchial Bishop. The Eparchial Bishop, also referred to as *Bishop* or *Eparch*, as a vicar and legate of Christ, governs in his own name the Eparchy entrusted to him for shepherding (CCEO, c. 178).

Executive. The Executive consists of the Pastor and the Executive Officers.

Executive Officers. The Executive Officers are the following Parish Voting Members elected at an Annual General Meeting (AGM): the Chair, Vice-Chair, Secretary, and Finance Director.

Family Unit. A Family Unit is a household in accordance with the Catholic understanding of marriage and family. The household may be composed of two or more legally or biologically related individuals, of whom at least one is an Adult Parish Member.

Finance Council. The Finance Council assists the Pastor and the Pastoral Council in the administration and stewardship of the temporal goods of the Parish. It consists of the following members: the Pastor, the Chair, the Finance Officer, the Property Maintenance Director, and members of their respective committees (*ex officio* members); and other members appointed by the Pastor.

General Meeting. A General Meeting is a gathering of Parish Members to conduct the business of the Parish as a whole.

Household. A single dwelling or home, occupied by a single person or a Family Unit.

List of Voting Members – is a record of Parish Members who are eighteen (18) years of age or older, and eligible to vote at an Annual General Meeting. This list is maintained by the Vice-Chair.

Pastoral Council. The Pastoral Council, also referred to as *Parish Council*, is a group of Parish Members elected at the Annual General Meeting, or duly appointed, to provide leadership for the Parish and to coordinate the activity of all Committees and parish initiatives. The purpose of the Pastoral Council is “to assist the Pastor in the fulfilment of his duties” (*UGCC Particular Law*, c. 41; *CCEO*, c. 295).

Parish. A Parish is a definite community of the Christian faithful established on a stable basis in the Eparchy, whose care is entrusted by the Eparchial Bishop to an appointed Pastor (*CCEO*, c. 279).

Parish Member. A *Parish Member* is understood to be a registered Household, and all the individual members of that Household. All adults and children of a Family Unit are Parish Members.

Parish Member Registry. The Parish Member Registry is a record of parish members according to Households and Family Units.

Parish Voting Member. A Parish Voting Member is a registered Adult Parish Member in good standing, eighteen (18) years of age or older. He or she shall be entitled to one vote at any General Meeting and to be elected to a position on Council. A Parish Voting Member must be present at such meetings to cast his or her vote.

Parochial Vicar. The Parochial Vicar, also referred to as the *Associate Priest*, is a presbyter (priest) assigned to the Parish by the Eparchial Bishop, to assist the Pastor in his pastoral duties and function (CCEO, c.302).

Pastor. The Pastor is the presbyter (priest), to whom, as the principal cooperator of the Eparchial Bishop, is entrusted the care of souls as their proper shepherd in a determined Parish, under the authority of the same Eparchial Bishop (CCEO, c. 281).

Record of Minutes. This is the record of all minutes taken at an Annual General Meeting and all Pastoral Council Meetings. The Secretary maintains the Record of Minutes and submits them for review to the Audit Committee, prior to the Annual General Meeting.

Register of Motions. The Register of Motions is a record of all motions passed by a Quorum at all meetings. These motions pertain to the operations of the Parish and serve as a guide for actions by Council and Parish staff. The *Register of Motions* is maintained by the Secretary, and submits them for review to the Audit Committee, prior to the Annual General Meeting.

Religious. A consecrated member of a monastic community or religious order established within the Church.

Quorum. A Quorum is the minimum number of Parish Voting Members who must be present at a meeting for the transaction of business, particularly at the time a vote is called. The Quorum for a General Meeting is ten percent (10%), and the Quorum for a Pastoral Council Meeting is one third of Council membership. The Pastor is not counted as part of the Quorum at Council meetings or General Meetings.

Standing Committee. A Standing Committee is considered to be a permanent part of the Parish, essential for the fulfillment of ongoing operations. It is responsible to Council via a Director, Officer, or Chairperson. New officers or members of a Standing Committee may change with elections, but the purpose of the committee and its functions and duties do not change.

Special Committee. A Special Committee, also known as a *Select* or *Ad Hoc* Committee is a group of people appointed to carry out a specific task or achieve a certain goal. This committee is usually dissolved after its objective has been fulfilled.

Subcommittee. A subcommittee is a small group formed within a Standing Committee to provide a specific service or to respond to a specific need.

Term of Office. A “Term of Office” is defined to be one (1) year, from the day of election or appointment at an Annual General Meeting.

ARTICLE 1

Parish Name

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*.

ARTICLE 2

Parish Mission

2.1. 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 3

Parish Operation

3.1. In accordance with *The Ukrainian Catholic Parishes Incorporation Act (1956, 1987)*, the Ukrainian Catholic Parish of St. Josaphat Cathedral operates as a financially self-sustaining body or corporation within the *Ukrainian Catholic Episcopal Corporation of Western Canada (The Corporation)*, under the jurisdiction of the Eparchial Bishop. The Parish is entrusted to an appointed Pastor, who collaborates with an elected Parish Pastoral and Finance Councils that function as a “board of trustees” (*UCPIA*, art. 2, 3, 4).

3.2. The Parish maintains its own parochial seals, registers, bank accounts, financial records, and archives (*UCPIA*, art. 5.7).

3.3. The Parish is authorized to make decisions at meetings, subject to the approval of the Pastor; to administrate its own finances; and with the written approval of the Eparchial Bishop, to purchase and acquire property that is deemed necessary for the Parish (*UCPIA*, art. 6).

3.4. The Parish shall submit an annual pastoral and financial report to the Eparchial Bishop, and shall open its financial books for inspection to a duly-appointed representative of the Corporation (*UCPIA*, art. 5.8).

3.5. Following Eparchial Guidelines, the Parish prepares its own Parish By-Laws, which become effective only with the final approval of the Eparchial Bishop (*UCPIA*, art. 8).

ARTICLE 4

Parish Membership

Parish Member

4.1. A *Parish Member* is a baptized Christian or an enrolled Catechumen in good standing, who participates in the life of the Parish, and is who is registered in the Parish Member Registry as a *Household*, living alone as a single person or as a member of a Family Unit.

Enrollment

4.2. To become a Parish Member, one must declare one's intention in one of the following ways:

- 1) filling out and submitting a parish registration form;
- 2) requesting a set of parish donation envelopes; or
- 3) contacting the parish office and providing the necessary contact information.

4.3. All individuals within a registered Household or Family Unit are automatically Parish Members. Those who are Adult Parish Members are recorded as Parish Voting Members.

4.4. Parish membership is renewed annually with an initial donation to the Parish in the month of January.

Loss of Membership

4.5. Parish Members may be removed from the Parish Member Registry and the List of Voting Members:

- 1) if the individual or family household requests to be removed from the Parish Member Registry; or
- 2) 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 (2) years.

4.6. A Parish Member becomes inactive if no contributions have been made to the Parish in two consecutive years.

4.7. 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.

Rights and Obligations

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

- 1) to strive to live a holy life and to promote the growth of the Church by the witness of their example (*CCEC*, c. 13);

- 2) to share the divine message of salvation with all who seek to know, serve and to love God (*CCEC*, c. 14) and to participate in the mission of the Church to teach, to sanctify and to shepherd (*CCEC*, c. 19);
- 3) 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*, c. 15.1);
- 4) to worship God with the Church every Sunday, and all holy days of obligation, participating in the Divine Liturgy and abstaining from hard work,
- 5) to fast and to practice abstinence on the days appointed by the Church;
- 6) at least once a year, to approach the Mystery of Repentance (Confession) and to receive Holy Communion during the Paschal season;
- 7) 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 Meetings;
- 8) 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;
- 9) 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,
- 10) 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 5

The Pastoral Council

Nature and Function

- 5.1. The Parish Pastoral Council, also referred to as “Parish Council,” is an organized group of Parish Voting Members, elected or appointed “to assist the Pastor in the fulfilment of his duties” (*UGCC Particular Law*, c. 41; *CCEO*, c. 295).
- 5.2. In accordance with Church teaching, the Parish Pastoral Council serves an advisory and consultative body, providing expertise, insights, and prudent advice. It assists and collaborates with the Pastor to reflect, identify, plan, implement, coordinate, support, and evaluate pastoral decisions, initiatives, and policies, which are best

suited for evangelization, the growth of a vibrant parish, and the fulfillment of the mission of the Church.

Decisions

5.3. In accordance with *The Ukrainian Catholic Parishes Incorporation Act* (art. 5.3), Pastoral Council decisions are made at meetings by a majority vote (50%+1).

5.4. All Pastoral Council members have the right to cast one vote. To exercise this right, they must be present at the meeting, in person or through virtual means.

5.5. At all meetings, the Pastor shall abstain from voting. In the case of a tie vote, the Pastor shall have a casting vote (*UCPIA*, art. 5.4).

5.6. All decisions of the Pastoral Council are subject to the final approval of the Pastor (*UCPIA*, art. 5.5).

ARTICLE 6

Pastoral Council Members

General Rules

6.1. The Pastoral Council shall consist of the Pastor, appointed by the Eparchial Bishop, and a minimum of ten (10) voting members.

6.2. A minimum of six (6) members shall be elected to Pastoral Council at an Annual General Meeting.

6.3. In addition to elected members, the Pastor may appoint up to five voting members to Pastoral Council.

6.4. The Pastoral Council shall not exceed a maximum of twenty-one (21): The Pastor (1), and twenty (20) voting members who have been either elected or appointed.

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

6.6. All Parochial Vicars, Deacons, and Religious assigned to the Parish by the Eparchial Bishop are *ex officio* members of the Pastoral Council.

6.7. Organizations within the parish, which are councils or chapters of a parent organization, shall each have one representative on the Council with voting rights.

6.8. The Parish Council Executive shall consist of the following Officers: The Pastor (President), the Chair, the Vice-Chair, the Secretary, and the Finance Director.

6.9. Paid employees of the Parish cannot serve as voting members on Parish Council or Finance Council. In special circumstances, this restriction can be rescinded by a majority vote and a General Meeting of the Parish. The Choir Director or cantors, who receive

ongoing or occasional honorariums, are exempt from the restriction prohibiting voting membership on Council.

Council Members

6.10. The Pastoral Council may consist of the following Council members:

Council Executive

- 1) The Pastor (President).
- 2) Chair.
- 3) Vice-Chair.
- 4) Secretary.
- 5) Finance Officer.

Council Directors

- 6) Adult Faith Director.
- 7) Sunday School Director.
- 8) Liturgical Director.
- 9) Liturgical Music Director.
- 10) Young Adult Director.
- 11) Youth Director.
- 12) Charity Director.
- 13) Fellowship (Social) Director.
- 14) Communications Director.
- 15) Property Maintenance Director.
- 16) Parish Hall Director.

Affiliates

- 17) Ukrainian Catholic Women's League of Canada.
- 18) Ukrainian Catholic Brotherhood of Canada.
- 19) Knights of Columbus.

Other Members

- 20) Parochial Vicars, Deacons, Religious – *ex officio*.
- 21) Advisors (*members-at-large*, without portfolio).

Duration of Service

6.11. To ensure a healthy inflow of new membership, those on Pastoral Council shall serve as members a maximum of eight (8) consecutive years. After a year or more of absence, they may be re-elected or re-appointed to Pastoral Council.

6.12. Executive Officers shall be elected at the Annual General Meeting (AGM) for a one (1) year term. They shall hold the same position for no more than three (3) consecutive terms (three years).

6.13. Council Directors will hold the same position for a maximum of eight (8) consecutive terms.

6.14. In extraordinary circumstances, with the approval of the Pastor, the duration of service of an Executive Officer or a Pastoral Council Member may be extended, until the extraordinary situation has passed, or an appropriate replacement has been found.

6.15. Executive Officers or Council Directors who have completed their maximum terms of service, may be invited by the Pastoral Council to serve as non-voting Advisors or non-voting Directors.

Loss of Membership

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

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

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

6.19. Vacancies shall be filled by appointment for the duration of the term. The appointments are made by the Pastor, with the recommendations of Pastoral Council.

ARTICLE 7

Duties of Executive Officers

7.1. **The Pastor** – is a presbyter, appointed by the Eparchial Bishop, to whom is entrusted the care of souls, as the shepherd and head of a Parish community (*CCEC, Can. 281*). The Pastor is entrusted with the following authority and duties:

- 1) The Pastor represents the juridic person of the Parish (*CCEC, Can. 290.1*). He is the authoritative representative of the Parish, responsible for all aspects and affairs of the Parish.
- 2) To fulfill his duties, the Pastor shall seek the insights, expertise, and prudent advice of Pastoral Council and Finance Council, in the implementation of all Parish initiatives.
- 3) The Pastor is an *ex officio* member of all Committees.
- 4) The Pastor may grant or withhold final approval on Pastoral Council decisions or recommendations.

7.2. **The Chair** – is an elected lay person, who works closely with Pastor in all matters associated with the life of the Parish, and is entrusted with the following duties:

- 1) In consultation with the Pastor, the Chair shall arrange the date, time, and location of all meetings of Pastoral Council, Finance Council, and General Meetings of the Parish, including the Annual General Meeting.

- 2) In consultation with the Pastor, the Chair shall prepare the agenda for all meetings.
- 3) At all meetings, the Chair shall vote at all Council meetings, but shall abstain from making or seconding any motions.
- 4) The Chair shall serve as an *ex-officio* member of all Pastoral Council committees.
- 5) The Chair shall submit a report to the Annual General Meeting.

7.3. The Vice-Chair:

- 1) shall assume the duties of the Chair in the latter's absence or at the request of the Chair;
- 2) shall serve as the chair of a Standing Committee, Special Committee or Subcommittee, if requested by Pastoral Council;
- 4) shall serve as an *ex officio* member of the Finance Council;
- 3) shall serve as the custodian of the By Laws and ensure its annual review by the month of November;
- 4) shall ensure that there is a Quorum at all meetings;
- 5) shall work closely with the Pastor and the office manager to ensure that the Parish Member Registry is properly maintained, and shall report any changes in membership to the Pastoral Council;
- 6) shall maintain a current list of Parish Voting Members;
- 7) shall recommend to Pastoral Council and the Annual General Meeting a trustworthy Parish Member to serve as the Safer Environments Director;
- 8) shall submit a report on Parish Membership and total Parish Voting Members to the Annual General Meeting;
- 9) shall succeed the Chair, upon completion of the Chair's final Term of Office.

7.4. The Secretary:

- 1) shall keep minutes of Pastoral Council, Finance Council, and Parish General Meetings; and shall maintain a Record of Minutes for all meetings;
 - 2) shall serve as an *ex officio* member of the Finance Council;
- shall conduct and table all correspondence;
- 3) shall serve as the Chair of a Standing Committee, Subcommittee, or Ad Hoc Committee, is requested by Pastoral Council;
 - 4) shall maintain a Register of Motions.

- 5) shall maintain a current Pastoral Council list with contact information and forward this list to Pastoral Council members;
- 6) shall forward minutes and send notifications to Council members as required or directed;
- 7) shall submit the Record of Minutes and the Register of Motions for the one (1) year term to the Audit Committee for review, prior to the Annual General Meeting.

7.5. The Finance Officer:

- 1) shall ensure that all income and expenses are properly recorded and that all accounts payable are signed in a timely manner;
- 2) shall oversee all financial matters associated with the Parish and shall supervise all staff associated with financial administration;
- 3) shall create and work with a Finance Committee to assist with the execution of all financial duties and responsibilities;
- 3) shall serve as the Chair of the Finance Committee, and an *ex officio* member of the Finance Council;
- 4) shall provide the Finance Council with a detailed report and analysis of all financial matters and transactions pertaining to the Parish;
- 5) shall provide the Pastoral Council with a brief report on income and expenses, and the general status of parish finances;
- 6) shall prepare a draft budget for review, and for final approval at the Annual General Meeting;
- 7) shall prepare the Annual Financial Report for the Annual General Meeting;
- 8) shall ensure that the Counting Procedures are being properly followed;
- 9) shall revise the Counting Procedures as necessary, and present them to the Finance Council for review and approval.

ARTICLE 8

Duties of Council Directors

General

8.1. Depending on portfolio duties, the Council Director may work alone or with the assistance of a Standing Committee. The Director serves as the chair of the Standing Committee. Members of the Standing Committee are appointed by the Director, with approval of the Pastor.

Liturgy and Prayer

8.2. Liturgical Director – shall work close with the Pastor and the Liturgical Committee to organize and coordinate greeters, ushers, readers, servers, prayer leaders, prayer vigils, and volunteers for the preparation of divine services, liturgical seasons, and Major Feast Days, and sacristy management, and the purchase of all supplies.

8.3. Liturgical Music Director – shall work close with the Pastor and the Liturgical Music Committee to organize and coordinate cantors and choirs for all divine services, to ensure that all services are sung with beauty and reverence for the glory of God. The Liturgical Music Director shall also be responsible for the ongoing development of existing cantors and the training of new candidates.

Kerygma and Catechesis

8.4. The Adult Faith Director – shall work closely with the Pastor and the Adult Faith Committee to organize and coordinate all faith formation programs for adults. These include: the Preparation of Parents and Godparents for Infant Baptism, the Adult Catechumenate Program, Marriage Preparation, Bible Study, Parish Missions, Faith Presentations, Pilgrimages, etc.

8.5. Sunday School Director – shall work closely with the Pastor and the Sunday School Committee to organize and coordinate all catechetical programs for children and youth (ages 4 to 12). This includes: the Sunday School Program, the Preparation First Confession and Holy Solemn Communion, Trips, Retreats, Day Camps, and Summer Camps.

8.6. Young Adult Director – shall work closely with the Pastor and the Young Adult Committee to organize and coordinate programs and services for Young Adults (ages 18 to 40). These include: A Book Reading Club, Bible Study, a Book and Icon Store, Social Events, a Mom's Group, a Men's Group, young family events and programs, etc.

8.7. Youth Director – shall work closely with the Pastor and the Youth Committee to organize and coordinate programs and services for youth (ages 13 to 17). The Youth Director shall also coordinate the activities of the following organizations or associations: the Youth Group, the Altar Servers, and the Children of Mary.

8.8. Communications Director – shall work closely with the Pastor and the Communications Committee to promote the Parish and its activities to the general Parish membership and to the community at large; to ensure that the Parish information technology (IT), computers, website, and livestreaming are properly maintained.

Fellowship

8.9. **Social (Hospitality) Director** – together with the Social Committee, shall coordinate non-fundraising social functions in order to bring Parish Members together; facilitates a hospitable atmosphere for visitors and guests.

Service

8.10. **Charity Director** – together with the Charity Committee, shall coordinate all Parish charity activities that involve corporal acts of mercy, such as assistance with food, clothing, housing, education, and financial support; proposes to the Pastor and Finance Council the distribution of collections for the needy.

Stewardship

8.11. **Property Maintenance Director** – serves as an *ex officio* member of the Finance Council; together with the Property Maintenance Committee, oversees general maintenance of all Parish buildings, systems, furnishings, equipment, grounds, parking lots, and all property.

8.12. **Parish Hall Director** – serves as an *ex officio* member of the Finance Council; together with the Parish Hall Committee, works closely with the Parish Hall staff; oversees the overall coordination of Parish Hall volunteers; and works closely with the Social Director to organize and oversee Parish community functions.

ARTICLE 9

Committees

General

9.1. Committees and may be formed and dissolved at the discretion of Parish Council or Finance 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 appointed as members of Standing Committees, Special Committees, and Subcommittees.

9.2. The Pastor, Parochial Vicars, and the Chair are *ex officio* members of all Committees.

9.3. Standing and Special Committees shall report to the Pastoral Council or the Finance Council. Sub-committees shall report to their respective committee.

Standing Committees

9.4. Standing Committees are considered to be a permanent part of the Parish, essential to the fulfillment of ongoing operations. The membership of a Standing Committee may change with new

elections or appointments, but the purpose of the committee and its functions and duties do not change.

9.5. The chair of a Standing Committee is an elected Council Director, or a person appointed by the Pastoral Council or by the Finance Council.

9.6. Members of a Standing Committee are appointed by the Director or the chairperson, in consultation with the Pastor.

9.7. New Standing Committees can be formed, as necessary, by the Pastoral or Finance Council.

9.8. Parish Standing Committees may include the following:

1) Liturgical Committee:

Chair: Liturgical Director.

Members: Volunteers who assist with prosphora making, purchase of liturgical supplies, candles, changing of altar linens; scheduling of lectors, servers, and readers; preparation for feasts and liturgical seasons.

Mandate: to oversee and coordinate all liturgical and sacristy management.

2) Liturgical Music Committee:

Chair: Liturgical Music Director.

Members: Choir director, and all appointed cantors.

Mandate: to ensure the order and beauty of all singing at liturgical services.

3. Adult Faith Committee:

Chair: Adult Faith Director.

Members: Clergy, religious, teachers, adult catechists.

Mandate: to oversee and coordinate all adult faith formation programs, and spiritual development.

4) Sunday School Committee:

Chair: Sunday School Director.

Members: Teachers, catechists, and volunteers.

Mandate: to oversee and coordinate the religious education of children and youth (ages 4-12).

5) Young Adults Committee:

Chair: Young Adult Director.

Members: Volunteers.

Mandate: to oversee and coordinate all young adult programs and initiatives.

6) Youth Committee:

Chair: Youth Director.

Members: Volunteers.

Mandate: to oversee and coordinate all youth programs, organizations, and initiatives.

7) Communications Committee:

Chair: Communication Director.

Members: Parish volunteers.

Mandate: to maintain communication with parishioners; to oversee the maintenance of the parish information technology, computers, website, and livestream services.

8) Charity Committee:

Chair: Charity Director.

Members: Parish volunteers.

Mandate: to encourage, oversee and coordinate all charitable activities of the Parish that involve acts of corporal mercy.

9) Social (Hospitality) Committee:

Chair: Social Director.

Members: Parish Volunteers.

Mandate: to oversee and coordinate all parish social functions; to bring parishioners together as often as possible; to celebrate the achievements of parishioners and important events of the Parish; to create a welcoming and loving family atmosphere.

10) Property Maintenance Committee:

Chair: Property Maintenance Director.

Members: Parish volunteers and hired staff.

Mandate: to oversee and coordinate the general maintenance and repairs associated with all Parish buildings, contents, equipment, grounds, parking lots, and properties.

11) Parish Hall Committee:

Chair: Parish Hall Director.

Members: Parish volunteers.

Mandate: to organize and coordinate volunteers to assist Parish Hall staff; to work with the Social Committee to organize and oversee all parish social events.

12) Finance Committee:

Chair: Finance Officer or appointed Director.

Members: Parish volunteers and office staff.

Mandate: to oversee the collection, counting, and deposit of all donations. To oversee the computer program recording of all donations, all financial record keeping,

financial archives, the issue of income tax receipts, and the annual charities report to the federal government.

13) **Safer Environments Committee:**

Chair: Safer Environments Director.

Members: Office manager, and parish volunteers.

Mandate: to oversee all security checks and to maintain a safe parish environment, in accordance with Eparchial policies and protocol outlined in the document, “*Working Together for Safer Environments*” (October 1, 2010).

14) **Human Resources Committee:**

Chair: Pastoral Council Chair.

Members: Pastor, Pastoral Council Chair, Finance Council Chair, and Finance Officer.

Mandate: to oversee all security checks and to maintain a safe parish environment.

Special Committees

9.9. A *Special Committee*, also known as *Select* or *Ad Hoc* Committee, is created to perform a specific task, and is dissolved when the task is completed and the final report is given.

9.10. Special Committees shall include the following:

1) **Audit Committee:**

Chair: A director and chairperson, elected at an Annual General Meeting.

Members: two or three or more persons, elected at an Annual General Meeting, who are not Executive Officers, the parish accountant, or parish employee.

Mandate: to function independently of Pastoral Council and Finance Council; to conduct an annual audit, reviewing all financial affairs of the parish, and prepare a final report for the Annual General Meeting; and to be dissolved by the Annual General Meeting.

2) **Nominating Committee:**

Chair: A director, appointed by the Pastoral Council at least forty days (40) prior to the Annual General Meeting.

Members: two or three or more persons appointed by the Pastoral Council at least forty days (40) prior to the Annual General Meeting.

Mandate: to prepare a slate of candidates for Pastoral Council to be elected at the Annual General Meeting; to inform the Annual General Meeting of all appointed members to Pastoral Council and to Finance Council, and to all Standing and Special Committees.

Sub-Committees

9.11. A *Sub-Committee* is a small group formed within a Standing Committee to provide a specific service or to respond to a specific need. Liaison to Council is through the Standing Committee and its Director.

Audit Committee Duties

9.12. The Audit Committee shall be appointed by the Annual General Meeting as outlined in 9.10.1.

9.13. The Audit Committee shall function independently of Pastoral Council and Finance Council. It shall conduct an annual internal audit, reviewing all financial affairs of the parish. It shall prepare a final report for the Annual General Meeting and be dissolved by the Annual General Meeting.

9.14. If deemed necessary, the Audit Committee shall recommend the appointment of an external auditor to the Finance Council. Any irregularities found by the Audit Committee shall be disclosed to the Finance Council with recommendations for further action, including the appointment of an external auditor.

ARTICLE 10

Meetings

General

10.1. No meeting – Executive, Council, or General – shall be held without the knowledge and consent of the Pastor.

10.2. Any Executive, Pastoral Council or Finance Council meeting called by the Pastor and held in his absence, shall report the minutes of the meeting to the Pastor. Any motions and decisions shall be subject to the final approval of the Pastor.

10.3. For all meetings, the Chair prepares the agenda in consultation with the Pastor.

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

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

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

10.7. All motions passed at meetings of Pastoral Council or Finance Council are subject to the final approval of the Pastor.

Pastoral Council Meetings

10.8. The Pastoral Council shall hold regular monthly meetings, with the exception of the months of July and August. All meetings shall be called by the Pastor, in cooperation with the Chair.

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

10.10. A Quorum at Pastoral Council meetings shall consist of one-third of Council members.

10.11. 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.

Finance Council Meetings

10.12. The Finance Council shall meet four (4) times a year, at the end of each quarter. All meetings shall be called by the Pastor, in cooperation with the Chair.

10.13. A Quorum at Finance Council meetings shall consist of two-thirds of the Council members.

General Meetings

10.14. If a need arises, a General Meeting may be called by the Pastor, or in his absence and with his consent, by the Chair. Parishioners shall be notified of the General Meeting and its purpose by means of a bulletin announcement, parish website, and if possible, by electronic mail, for at least two consecutive Sundays prior to the meeting.

10.15. An Annual General Meeting of the parish must be held within four months of the fiscal year-end (January 1 – December 31). Parishioners shall be notified by means of a bulletin announcement, parish website, and if possible, by electronic mail, for at least three consecutive Sundays prior to the meeting. The minutes of the previous General Meeting shall be made available to parishioners at least two weeks prior to the scheduled Annual General Meeting.

10.16. A Quorum at all General Meetings shall consist of ten percent (10%) percent of the total Parish Voting Members. The Quorum shall be officially determined by the Vice-Chair and shall be announced in the bulletin at least two (2) weeks prior to any General Meeting.

10.17. All motions, including proposed amendments to the By-Laws, for consideration at the Annual General Meeting or a General Meeting, shall be presented to Pastoral Council not less than thirty (30) days prior to the meeting.

10.18. The Pastoral Council shall decide whether to allow the motion to be voted upon by Parish Voting Members at an Annual General Meeting or a General Meeting, or to reject the motion. This must be done within two (2) weeks of receiving the proposed motion.

10.19. On reaching a decision under article 10.18, the Pastoral Council must publish the written notice of the decision, including reasons for the decision and, if applicable, the proposed By-Law amendments in the parish bulletin not less that two (2) weeks before the Annual General Meeting or General Meeting.

10.20. Voting on any given motion shall take place by the raising of hands or by secret ballot. No voting shall take place by proxy voting, mail-in ballot, or advance polling.

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

- 1) Call to order and opening prayer.
- 2) Minutes of the last Annual General Meeting.
- 3) Pastor's comments.
- 4) Chair's comments
- 5) Finance Officer report.
- 6) Audit Committee report.
- 7) Reports from committees and organizations.
- 8) Old business.
- 9) Presentation of Budget.
- 10) Questions and Answers.
- 11) Nominating Committee report.
- 12) Election/appointments.
- 13) A word from the new Pastoral Chair.
- 14) Pastor's summary and closing prayer.
- 15) Adjournment.

ARTICLE 11

Commissioning

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

11.2. New Pastoral Council members shall receive training and formation in their role and responsibilities shortly after their election or 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.

ARTICLE 12

The Temporal Goods of the Parish

12.1. The Executive Officers, the Finance Director, the Property Maintenance Director, and the Parish Hall Director, shall meet four (4) times a year as a Parish Finance Council: to assist the Pastor in the administration and stewardship of the temporal goods of the Parish, to review all financial and property maintenance procedures, all insurance requirements, and to promote the financial and temporal health of the Parish.

12.2. The Finance Council shall serve as an advisory and consultative body, providing the Pastor with expertise insights, advice and guidance in all temporal matters and activities associated with the Parish. These include the following:

Financial Management

- 1) The administration of parish funds, bank accounts, banking arrangements, banking procedures.
- 2) A periodic review of collection procedures, counting procedures, counting reports, counting teams, financial recording keeping and reporting.
- 3) A quarterly review of financial reports – balance sheet, income statements, comparison to budget, prior year results, and cash flow analysis.
- 4) The reduction of costs associated with current services, fees, purchases, and payments.
- 5) The review of the Annual Financial Report and the Annual Budget.
- 6) Communication with the parish community; informing Parish Members on the condition of the Parish, its needs, priorities, and progress on previously announced initiatives.

7) The assessment of existing fund-raising programs and recommend new programs or changes to existing programs if revenues are insufficient.

8) Review the report of an annual financial audit; assist with the implementation of recommendations.

Property Management

9) Periodic inspection of all Parish property and equipment.

10) The preparation and review of preventative maintenance programs and contracts.

11) A periodic review of existing security equipment, security services, and security protocols.

12) The preparation and implementation of capital projects, major repairs; the replacement, or service of property and equipment.

Parish Hall Management

13) The periodic review of Parish Hall financial reports, balance sheet, procedures, and rental agreements.

14) The periodic inspection of Parish Hall facilities and equipment.

15) The preparation and review of maintenance schedules and service contracts.

16) A periodic review of existing security equipment, security services, and security protocols.

17) The preparation and implementation of capital projects, major repairs; the service or replacement of parish hall property or equipment.

Membership

12.3. The Pastor, the Chair, the Vice-Chair, the Finance Officer, the Secretary, the Property Maintenance Director, the Parish Hall Director are *ex officio* members of the Finance Council.

12.4. Additional members may be appointed by the Pastor from the parish community, base on their skills or expertise in management, finances, engineering, construction, maintenance and purchasing.

Meetings

12.5. The Finance Council shall meet four (4) times a year, at least once each quarter, or more frequently if required.

12.6. The Pastoral Council Chair shall also serve as the Chair of the Finance Council. However, this function may be delegated to another Finance Council member, with the approval of the Pastor.

12.7. The outcomes of Finance Council meetings are to be communicated to the Pastoral Council by the Finance Officer.

ARTICLE 13

Financial Transactions

13.1. Cheques issued by the Parish shall be signed by the Pastor, and one member of the Executive – the Chair, the Vice-Chair or the Financial Officer. In the situation that where no Pastor has been assigned to the Parish by the Bishop, cheques may be signed by two Executive members (see *UCPIA*, art. 4.6).

13.2. 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.

13.3. All capital projects or expenditures that exceed five thousand dollars (\$5,000.00) for the church, church property, rectory, parish hall or parish house, require consultation with the Finance Council and a motion of support by a majority vote.

13.4. All capital projects or expenditures that exceed fifteen thousand dollars (\$15,000.00) require a motion of support passed by a majority vote of the Finance Council, the approval of the Pastoral Council, and the written approval of the Eparchial Bishop.

ARTICLE 14

The “Verkhovyna” Board of Directors

14.1. In accordance with the *Alberta Housing Act* (Feb. 18, 1981), the members on the *Verkhovyna Board of Directors* (the “Board”) shall be elected at the Parish Annual General Meeting.

14.2. The Board shall consist of the following members:

- 1) the Eparchial Bishop or a designated Eparchial representative;
- 2) the Pastor of the Parish at St. Josaphat Cathedral;
- 3) up to six Parish Members;
- 4) up to three members, who are active at other parishes in the Edmonton Eparchy.

14.3. The number of members on the Verkhovyna Board of Directors shall not exceed eight (8).

14.4. The newly elected Board of Directors will assume authority with the final approval of the Eparchial Bishop.

14.5. If a position on the Board becomes vacant, a new member may be appointed by the Board of Directors, with the approval of the Eparchial Bishop.

14.6. A Board member may resign by submitting a letter to the Chair of the Board.

14.7. By a majority vote, the Board may expel a member who fails to attend three consecutive meetings or has exhibited behaviour deemed to be injurious to the effective operation of the Board or the Senior's Residence.

14.8. Once the Board is approved by the Eparchial Bishop, the members shall select a Chair, Vice-Chair, and Secretary.

14.9. At meetings of the Board, a quorum will require the presence of five (5) members.

ARTICLE 15

Approval of By-Laws and Amendments

15.1. The Parish By-Laws shall not have any force or effect, until approved by the Eparchial Bishop.

15.2. The By-laws shall be reviewed annually by the Vice-Chair, by the end of November.

15.3. All proposed amendments to the By-Laws shall be presented to the Pastoral Council not less than thirty (30) days prior to the Annual General Meeting.

15.4. All proposed amendments shall be published in the parish bulletin at least two consecutive Sundays prior to the Annual General Meeting.

15.5. Amendments to the Parish By-Laws shall be adopted by a majority vote of at least two-thirds of the Parish Members present at the Annual General Meeting.

15.6. Adopted amendments are effective only with the final approval of the Eparchial Bishop.

15.7. Copies of the amended and approved By-Laws are to be made available to the Parish Members. They should also be posted on the website.

ARTICLE 16

Reference to General Norms

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

These Parish By-Laws were approved at the Annual General Meeting of Parish Voting members on the fourteenth (14) day in the month of March, 2022.

Signed,

Reverend Father Peter Babej, Pastor

Andrea Szabo, Pastoral Council Chair

These Parish By-Laws were approved by the Bishop of the Eparchy of Edmonton on the ____ day in the month of March, 2022.

Signed,

Most Reverend David Motiuk, Eparch of Edmonton

Copy One – Pastoral Centre

Copy Two – Parish

Copy Three – Eparchial Archives