

# Holy Family Ukrainian Catholic Parish

Українська Католицька  
Парафія Пресвятої Родини  
1001 Grant Avenue Winnipeg MB R3M 1Y3



## GUIDLINES FOR PARISH PASTORAL COUNCIL



Revised at the Annual General Meeting May 14, 2017

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# **Parish Pastoral Council Guidelines for Holy Family Parish**

## **Introduction and Origin**

The main purpose of the “Parish Pastoral Council Guidelines” is to carry out the mission of the Church ie; the mission of Christ – to teach, to sanctify and to govern.

The faithful are to sustain the growth of the Church in all aspects of Christian life: to provide for the spiritual development of its members, to care for the poor, the elderly, the sick, the imprisoned, to provide care for the youth and to maintain the affairs and the needs of Church property.

**The Parish Pastoral Council is to provide leadership in living out this mission:**

- through prayer and discernment
- by working closely with the Pastor
- by personal spiritual growth
- by harmoniously and collaboratively and with consultation formulating policies concerning the pastoral ministry of the parish

\* This is a task that joins parish members each with their God given talents to contribute through prayer, reflection and attention to the word of God and to Christ’s mission for the Church.

\* Each year, the main responsibility of the Parish Pastoral Council is to plan for the growth and direction of the parish community. Some of the key elements in planning may include:

1. developing a mission statement for the parish
2. identifying and assessing parish needs
3. evaluating and assessing existing programs
4. setting goals and objectives for a given time frame
5. coordinating financial needs
6. establishing new committees as needs arise
7. communicating and getting feedback from parish members
8. providing training if necessary
9. inviting and encouraging involvement of all parish members
10. identifying specific gifts and talents of individual parish members

***\* The characteristics of those who hold positions of leadership is that of a steward. “Stewards are responsible for what they do and not what they own. The steward’s role combines decisiveness with accountability”***

## **Holy Family Ukrainian Catholic Parish Mission Statement**

Holy Family Parish recognizes that the ultimate authority for the Church is directed by Christ; to teach, to sanctify and to govern. Therefore our mission is to take part in that authority by being responsible, trustworthy and faithful stewards of God's gifts by living out the Gospel of Jesus Christ through the catechism and spirituality of the Ukrainian Catholic Church.

## **Characteristics of Holy Family Parish Pastoral Council (HFPC)**

1. Holy Family Parish Pastoral Council (HFPC) is the **coordinating** and **unifying** body in the Parish. Together with the Pastor is responsible for promoting and carrying out the Parish Mission Statement by setting Parish Goals and Objectives and formulating Parish Policies and Procedures for the spiritual and physical development of the Parish.
2. The HFPC is a **consultative** body that works in close collaboration with the Pastor in identifying and evaluating the needs in the parish in order to develop initiatives that best address these needs.
3. The HFPC is a **decision making** body that operates in collaboration with the Pastor in making responsible decisions or recommendations that address all aspects of parish life. Since the Pastor is responsible to the Archbishop, Civil Authorities and the Parishioners, a decision of the HFPC can be rescinded by the Pastor's veto based on moral, ethical and legal consideration.
4. The HFPC shall convene an annual meeting of the parishioners and provide them with Council and Committee reports, an audited financial statement, a budget, projected expenses and goals and objectives for the coming fiscal year.
5. The HFPC is to undertake ongoing reflection on the pastoral direction of the Parish in accordance with the pastoral needs of its parishioners and, in keeping within its Mission Statement and the Mission Statement of the Archeparchy, recommend and implement activities through prayerful and mutual dialogue and shared wisdom.

## **The Goals for Holy Family Pastoral Council (HFPC)**

1. The HFPC will promote the development and perfection of Christian life by supporting and fostering Christian family life and by providing opportunities for **all** its members to become catechized in the truths of the faith found in Part One *Faith of the Church* in the Catechism of the Ukrainian Catholic Church "Christ Our Pascha"
2. HFPC will take part in the sanctifying graces through active participation in the Divine worship of the Holy Mysteries and other forms of public worship as reflected in Part Two *Prayer of the Church* in the Catechism of the Ukrainian Catholic Church "Christ Our Pascha"
3. HFPC will foster spiritual and moral dimensions of personal, family and socio-political life through social justice, respect for life, love of neighbour and specifically in reaching out to and consoling the poor, the lonely, the afflicted, the sick and dying and those experiencing heavy burdens as presented in Part Three *The Life of the Church* in the Catechism of the Ukrainian Catholic Church "Christ Our Pascha"
4. The HFPC will deal responsibly with financial matters as they affect the wellbeing and the governance of the Church and Church property in accordance with Canon Law and Civil and Legal Authorities

5. The HFPC will maintain the physical property of the Church in keeping with codes and safety standards by constantly evaluating, reviewing, upgrading, and repairing, where needs arise.
6. The HFPC will encourage and invite parishioners to take part in the pastoral and physical activities of the parish by researching the talents and interests of its parish community.

### **The Objectives of the Holy Family Parish Pastoral Council**

HFPC will appoint chairs of the following committees to fulfill its goals:

- a) **Religious Education Committee** that will be responsible for the teaching of catechism for children, youth and adults and for promoting the study of “Christ Our Pascha”
- b) **Liturgical Committee** to deal with liturgical needs of the parish, such as, preparing and maintaining liturgical books, choir, cantors, altar boys, Children of Mary and any other needs requested by the pastor.
- c) **Altar Guild Committee** to look after altar linens and vestments, to insure that they are cleaned, in good repair and to coordinate change of linens according to the Feast Days..
- d) **Decorating Committee** to look after the beautification of the interior and exterior of the church in accordance to its liturgical cycle.
- e) **Club 55 Plus Committee** to provide spiritual and social opportunities and outreach for the seniors in the parish and the wider community.
- f) **Property Management and Maintenance Committee** to deal with maintaining the physical needs of the church by regular inspection, maintenance and repair of church property.
- g) **Finance Committee**, comprised of members with financial expertise, to develop budgets and strategies for the fiscal implementation of the parish goals and priorities.
- h) **Public Relations/Social Committee** to organize and initiate programs and activities to promote social, recreational and fundraising activities.
- i) **Youth Coordinator** to encourage and draw young people to responsible participation in the life, mission and work of the parish community.
- j) **Pastoral Care/Visiting Committee** to visit and provide spiritual support for the sick, infirm, lonely and those in distress.

**The Parish Pastoral Council will support and acknowledge the work of the parish organizations; the UCWLC, UCY, Knights of Columbus, Queen of Peace Prayer Group, St. John’s Haven who have their own responsibilities governed by their constitution to promote, initiate and implement works of charity, social, spiritual and cultural development.**

## **Job Description and Responsibilities of the Executive Members and Chairs of Committees**

**Executive** - The Chair, Vice-Chair, Secretary, Treasurer/Financial Chair, Property Management and Maintenance Chair and five Members at Large are the only elected officials on Council. All others are appointed or act as ex-officio members

### **Pastor**

- is the ex-officio member and **President** of the Parish Pastoral Council but does not chair meetings
- attends and presides at all meetings as the representative of the Metropolitan/Archbishop
- is the signing officer for the parish on legal and financial matters
- is ex-officio member of all parish organizations and committees other than, UCWLC, UCY, K of C, Queen of Peace Prayer Group and St. John's Haven where he serves as Spiritual Advisor.

### **Chair**

- organizes and coordinates activities and procedures for the Council
- prepares the agenda for meetings in consultation with the Pastor
- chairs monthly and special meetings
- maintains regular contact with the Pastor
- communicates with the pastoral team and committee chairs
- ensures communication between the Council and parishioners
- sends the parish profile to the Archbishop's Office each year
- is the signing officer for the parish on legal and financial matters
- is the recommended representative on the Archebarchial Pastoral Council

### **Vice-Chair**

- assumes duties in the absence of the Chair
- serves as an aide to the Chair
- is, on behalf of the Council, involved in the selection of Committees and Committee Chairs
- may serve as a liaison with Committee Chairs

### **Secretary**

- records minutes of regular and special meetings
- maintains a record of attendance at Council meetings
- communicates date and time of meetings to Council members
- provides for necessary physical arrangements of meetings
- handles all Council correspondence
- communicates with Pastor and Chair

### **Treasurer/Finance Committee Chair**

- the finance committee chair assumes the role of treasurer
- convenes and chairs the finance committee meetings
- communicates with Pastor and Chair and maintains custody of all general funds of the parish
- is the signing officer for the parish on legal and financial matters
- prepares an annual budget
- accounts for all general financial transactions of the parish eg: insurance, Archebarchial assessments, investments, designated funds, interest, mortgage fees, etc. and files timely all forms that may be requested from Revenue Canada

- reports on the financial status of the parish at meetings of Parish Pastoral Council
- provides suggestions and strategies on financial matters for the parish
- prepares an annual financial statement of the parish for the Annual General Meeting
- collaborates with office administrator re: church envelopes, automatic deposits, tax receipts, money counters, bank deposits and all other matters pertaining to financial requirements

### **Property Management and Maintenance Committee Chair**

- prepares and maintains an inventory of all items of a capital nature in the parish
- prepares tenders for all major repairs and purchases of a capital nature
- presents all bids to the Council for selection
- consults architects, contractors and city authorities as necessary to protect the best interest of the parish church and land
- maintains and supervises the rental of parish house
- hires caretakers, contract for snow removal and lawn care and supervises their work
- ensures that all equipment and systems function effectively
- invites members of the parish who have experience and expertise in the above areas to assist

### **Members at Large**

- five Members at Large are elected each for a three year term
- they help Council with decisions and fulfill duties as assigned to them by Council
- they provide continuity on Council when new members are elected

### **Liturgical Committee Chair**

- responsible for liturgical matters, such as, ushers, altar servers, readers, cantors, choir, and Eucharistic Ministers
- is responsible for the preparation of all Liturgical celebrations
- maintains necessary liturgical books, such as, prayer books for Divine Liturgy, songbooks and liturgical books for various feast day and funeral services and has them available for the use of the faithful
- ensures the availability of Prospora for Eucharist, Artos and Lityia for feast days, pussy willows for Willow Sunday.
- arranges preparations for blessing of water, setting up of the Creche at Christmas and the Sepulcher for Good Friday
- assigns members of the committee to carry out the above responsibilities

### **Religious Education Committee Chair**

- responsible for evangelization, Bible Study, catechesis of children, youth and adults and sacramental preparation of children
- arranges for sacramental preparation of parents whose children are receiving Holy Eucharist
- consults with the pastor in the selection of catechists
- ensures that catechism teachers receive training, spiritual formation and files application for Child Abuse Registry(mandatory)
- consults with the Archeparchial Religious Education Centre
- involves parents in the catechetical program and spiritual development of their children
- involves members of the committee to carry out the above responsibilities

### **Altar Guild Committee Chair**

- maintains the washing, ironing, repair, dry cleaning and clean storage of all altar linens
- regularly launders “purificators”
- periodically checks the condition of vestments to see as to dry cleaning and repair
- changes altar linens according to major Feast Days
- works in collaboration with the Decorating Committee Chair and Liturgical Committee Chair to prevent overlap of duties

### **Decorating Committee Chair**

- is responsible for the interior and exterior decorating of the parish
- orders and arranges for delivery of poinsettias for Christmas and lilies and other flowers for Easter
- plants and maintains flowers around the exterior of the church, maintains them throughout the summer and clears the flower beds in the fall
- works in collaboration with the Altar Guild Committee Chair and the Liturgical Committee Chair to coordinate duties and prevent overlap

### **Public Relations/Social Committee Chair**

- suggests and initiates social activities for the parish community eg: parish picnics, harvest dance, parish dinners, Christmas caroling and any activity that fosters community spirit and fellowship
- welcomes new members and visitors and introduces them to other members of the parish community
- schedules greeters and suggests ideas that will promote a friendly and welcoming atmosphere within the parish community
- advertises parish social events in the parish bulletin and in local/community papers

### **Youth Coordinator**

- promotes positive adolescent development and growth in discipleship and Catholic identity
- empowers the youth by seeking to draw them to responsible participation in the life, mission and work of the parish eg: epistle reading, ushering, choir, altar service
- connects them with the Archeparchial Youth Director who has suggestions for youth programs in parishes and in the Archeparchy
- consults with K of C in regard to Youth Winter Games and encourages involvement which will introduce them to other youth members from other Ukrainian Catholic Parishes
- invites the President of UCY to meet with the youth and introduce them to the aims of the UCY organization and its involvement in Youth Ministry

### **Club 55 Plus Committee Chair**

- serves the spiritual and social needs of seniors by organizing activities that recognizes the gifts and wisdom of the elders in the parish community
- engages their experience and wisdom in the overall parish pastoral plan
- encourages participation in parish activities that empowers and recognizes their valued contribution to the overall establishment and development of the parish
- gathers historical information about the parish that can be communicated to the younger generation or to the Parish Pastoral Council for archival records.

### **Pastoral Care/Visiting Committee Chair**

- visits the sick, infirm, at home and in the hospital and/or care homes
- ensures that all pastoral care members are acquainted and can put to practice the Archeparchial Pastoral Care Guidelines “A Practical Handbook and Resource Guide for Pastoral Care Visitors”
- respects hospital and care home rules regarding visitations
- identifies and maintains a list of members that may need spiritual services and/or a visit from the pastor
- informs Parish Pastoral Council of any required intervention for their care
- informs Queen of Peace Prayer Group or related organizations to request prayers for the sick or those in need
- keeps the pastor informed of those members needing his attention and spiritual counsel

### **Committee Chairs**

- may delegate as many members as necessary to successfully fulfill the duties and activities of their Committee
- are accountable to the Pastor and the Parish Pastoral Council
- must provide a report of the Committee’s activities at Council meetings and at the Annual General Meeting of the Parish
- must submit a budget of estimated expenditures to the Finance Chair to be approved by Council

### **Policies, Procedures and By-Laws**

Together with the Pastor, we recognize the authority of the Metropolitan Archbishop of the Archeparchy of Winnipeg and we exercise our ministry in accordance with Canon law, Archeparchial Statutes, Customs, the Parish Pastoral Guidelines and the Ukrainian Catholic Parishes Incorporation Act.

The Parish Pastoral Council, hereafter referred to as “Council” is the representative body of the parishioners of Holy Family Parish whose purpose is to promote the mission of the Church.

### **Membership**

- a practising member of the parish, willing and able to share responsibility for the parish community is eligible to be a member of the Council. A practising member is one who supports the parish morally and financially and takes active part in the sacramental life of the Church.
- the Pastor, duly appointed by the Archbishop is the President  
the Chairperson, Vice- Chairperson, Secretary, Finance Chair/Treasurer, Members-at-Large, Property Management and Maintenance Chair are elected at the Annual General Meeting. All other Committee Chairs are appointed based on their interest and area of expertise.
- membership to the Council is comprised of the elected executive members, chairs of committees and presidents or designates of ex-officio organizations – a total of 23 members.
- Pastor or Council may appoint extra members to Council, as required, to comprise a maximum number of 30 members
- Committee chairs, with exception of Chairs of Finance, Property Management/ Maintenance, and ex-officio representatives do not stand for election
- parish members that are not appointed or elected may attend Council meeting but do not have a voice/vote *A parish member who wishes to bring up an issue, must submit it in writing and present it to the Parish Council Chair one week prior to a scheduled meeting.*
- the period of membership shall be for a one year term. They may hold the same position for not more than three consecutive terms. However, they shall be eligible for re-election after an absence of one year or more.
- any member who fails to attend three consecutive Council meetings without a reasonable explanation shall be deemed to have resigned

- a member who resigns shall do so in writing
- vacancies shall be filled by Council for the duration of the term

### **Meetings**

- meetings of the Council shall be held at the principle office of the parish or at such other suitable location convenient to members of the Council as designated by the Chair and Pastor
- regular meeting shall be held once a month or more often as deemed necessary or if requested by the Pastor. July and August are an exception
- notice of meetings shall be published in the parish bulletin
- a majority of the Parish Pastoral Council shall constitute a quorum for the transaction of important business
- a quorum to hold a meeting shall consist of one third of the Council's membership but cannot pass motions on important business
- only the elected members, chairs of committees and presidents or designates of ex-officio members have a vote at Council meetings
- the Pastor does not vote at meetings but in the case of a tie shall have a casting vote
- Robert's Rules of Order shall govern the proceedings unless determined otherwise
- an Annual General Meeting of the parish must be held within two months of the fiscal period year-end.
- decisions made at Council meetings in the absence of the Pastor must have the Pastor's approval before they are passed.

### **Approval of By-Laws and Ammendments**

- by-laws must be reviewed annually
- by-laws shall not be amended, repealed or rescinded except by a vote of two-thirds of the members present at a Parish Annual General meeting
- all proposed amendments to the by-laws shall be presented to the Council not less than thirty days prior to the meeting
- no by-law shall have any force or effect until approved by the Metropolitan Archbishop
- the approved by-law shall be made available to the parish members

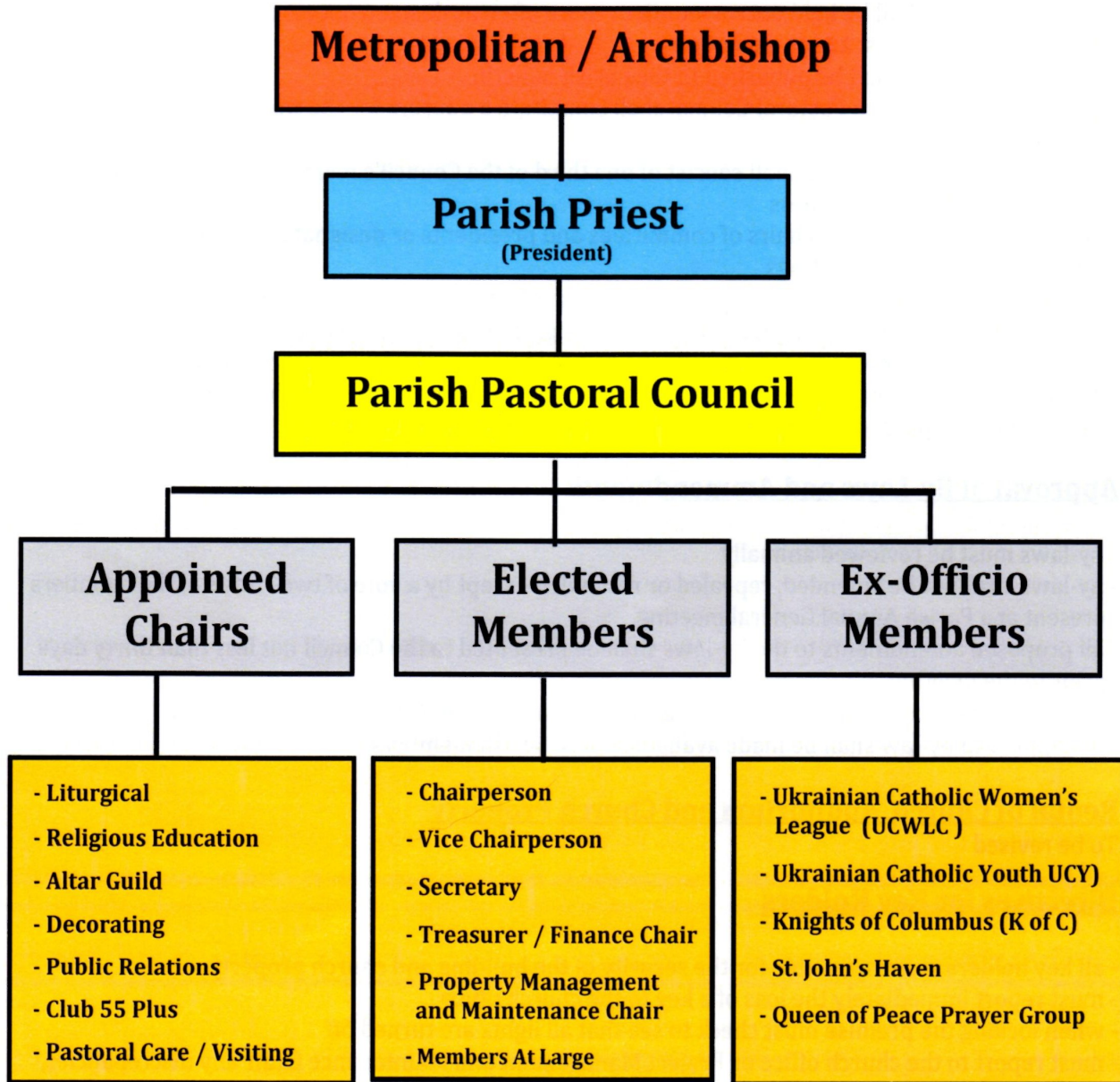
### **Rental of Church, Auditorium and Church Property**

To be revised

### **Directives for Key Holders**

- all key holders are responsible for the security of the building and church property
- must report immediately the loss of a key to the church office
- when locking the premise must check to see that all lights are turned off
- must report to the church office or Building and Maintenance Chair any discrepancies, equipment disfunctions or damages eg; toilets not flushing or water leaking, etc.
- must not lend keys to anyone not registered at the office to hold keys
- responsible for locking entrance and exit doors (church and auditorium entrances)
- make sure that no one is in the building before setting the alarm
- when exiting the auditorium door be sure that the door is locked (do not presume that it is locked when the door is closed as it may not be latched)
- do not give out your code to anyone
- if setting off the alarm accidentally, call the security company immediately and provide them with the necessary information and your password. (not your code)

# HOLY FAMILY PARISH PASTORAL COUNCIL ARCHEPARCHY OF WINNIPEG



A decorative border in a light green color, featuring stylized floral and vine motifs that frame the central text.

**Prayer for Parish Pastoral Council**

Heavenly Father,

You have called us to be servants of your people;

Our brothers and sisters in our parish

We meet here as their representatives

And so we ask for the grace of your guidance

Help us to truly represent them and not simply ourselves

May the true needs of our parish

And the common good of all be our concern

And above all, may Your will in these matters become our will

Help us who serve in these positions

To remember that all of our concerns are aimed at

The spiritual transformation of our parish community

May the matters we discuss not blind us to the primary work of our parish

And the holiness of all its members

May the Holy Spirit

Who inspired the Pentecost meeting of the Apostles

Visit us and grant us with the light of Your Divine Wisdom

We ask this through our Lord, Jesus Christ

Who lives with You and the Holy Spirit

For ever and ever.

Amen

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# NOTES

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