

**THE CONSTITUTION
AND
THE BY-LAWS
OF
THE PASTORAL
ADVISORY COUNCIL**

of

St. Theresa's Parish
Shrine of the Little Flower
Scarborough, Ontario

**THE CONSTITUTION OF
THE PASTORAL ADVISORY COUNCIL
ST. THERESA'S PARISH, SCARBOROUGH, ONTARIO**

ARTICLE I - NAME

This organization shall be known as the Pastoral Advisory Council of St. Theresa's Parish in Scarborough, Ontario (hereinafter referred to as the "Council").

ARTICLE II- REASON

- a) The existence of the Council shall fulfill the requirements contained in the *Guidelines For Parish Councils* prepared by G. Emmett Cardinal Carter on November 16, 1983, stating that "*There shall be an active and representative Parish Council in every parish of the Archdiocese of Toronto.*"
- b) No better expression of the reason for a Pastoral Advisory Council can be found than these words about the duty of the priest to his people and the responsibility of the people to their priest as found in the following documents of the Vatican Council:

" Priests must so govern as not to be seeking their own good but that of Christ. They must work hand in hand with the laity and conduct themselves among their people according to the example of their Master, who came 'not to be served by others but to serve them, and to give His life for the redemption of many.' The clergy, then, must sincerely recognize and support the dignity of the laypeople, and the special share which they have in the work of the Church. . . The priest must be quick to give the laity a hearing and to receive their wishes with fraternal consideration. He should acknowledge their experience and competence in various fields so as to be abode, along with them, to recognize the signs of the times. . . Again he must be ready to entrust to laypersons functions in service of the Church, and free room to exercise them. Indeed, where opportunity offers, the layman should be invited to act on his own. " (Decree on the Ministry and Life of Priests, 9).

" Like all the faithful, laypeople should gladly accept with Christian obedience whatever their spiritual leaders decide, when this is in the name of Christ and in the virtue of their teaching authority and position of leadership in the Church. When they act in this way, it is the example of Christ which they are following: for He was obedient unto death, and thus opened for mankind the way to the freedom of the children of God. They should not fail in their prayers for their priests, recommending to God these men who shall have to render an account for the care of their souls, so that they may carry out their task in joy and not in tears. " (Dogmatic Constitution on the Church, 37).

ARTICLE III- PURPOSE

- a) As required by Canon Law 536§2, the Council shall be a consultative body, regulated by norms laid down by the Ordinary (or by the Archbishop).
- b) Nothing in the construction of the constitution for a Council can of course prejudice this fundamental notion.

c) The Council shall perform several tasks as follows:

- To be a Christian community and model for other organizations in our parish community and exemplify the Mission Statement of the Parish.
- To advise, assist and minister with the pastor and his pastoral staff for the good of the parish, in the service of the Church, as represented by the parish, the Archdiocese, and the people of God throughout the world.
- To identify the needs of the parish community. After setting priorities, develop and implement, with the assistance of the parish community, programs aimed at meeting these needs.
- To render advice and assistance to the Pastor, and at times, offering him urgent recommendations, but still recognizing his ultimate authority and leadership in the parish.

ARTICLE IV - MEMBERSHIP

a) The Council shall have a membership of 12 elected members and a number of ex-officio members because of their responsibilities in the parish, or because they have been appointed by the Pastor.

b) Ex-Officio members shall include at least the following:

- the Pastor
- Parochial Vicars
- Chairperson (or representative) of the Parish Finance Committee
- Representative of Maintenance Committee
- Representative of the local schools
- Director of Religious Education
- Director of Youth Ministry or Youth Representative
- Representatives of Independent Parish Societies

c) 12 members will be selected from the Parish congregation per Article VI and will reflect to the extent possible the makeup of the Parish.

d) Youth should be encouraged to participate in the Council. If young people are disinclined to serve, they should be encouraged to form a Youth Council making recommendations to the Chairperson of the Council.

ARTICLE V – INDEPENDENT PARISH SOCIETIES

Independent Parish Societies already in existence, or which may come into existence, such as St. Vincent de Paul Society and Knights of Columbus, are to manage their own affairs. The Council should not attempt to direct societies, except to meet their requests for help whenever possible, or to offer advice should there arise some conflict between the activity of the society(ies) and the good of the entire Parish. It is strongly encouraged that key parish organizations have representation on the Council either through election or appointment.

ARTICLE VI – BY-LAWS

a) The Council shall enact a set of By-Laws and govern itself in accordance with said enacted By-Laws.

- b) The Council should also enact a Code of Conduct and Ethics to guide all Council Members, Committee Members, Parish employees and Parish volunteers.
- c) Nothing in the construction of the said By-Laws and Code of Conduct can of course prejudice the fundamental principle of our catholic faith and the norms laid down by the Archbishop.

ARTICLE VII - ADOPTION/AMENDMENTS

- a) This Constitution becomes effective when approved by two-thirds of the Council members, and accepted by the Pastor after discussion.
- b) This Constitution must be ratified by the Parish Assembly at the next meeting.
- c) This Constitution can be amended by two-thirds of the Council members` approval, ratified by the Parish Assembly and accepted by the Pastor.
- d) Each new member of the Council shall be given a copy of this Constitution.

Approved by the Council on January 18th, 2009

Amended by the Council on May 17, 2009 and again on March 14th, 2010

And further amended on May 30, 2010

Approved as amended by Parish Assembly on May 30, 2010.

**BY-LAWS OF
THE PASTORAL ADVISORY COUNCIL
ST. THERESA'S PARISH, SCARBOROUGH, ONTARIO**

1. Authority of the Pastoral Advisory Council (the "Council"):

It is recognized that the authority of the Bishop of the Diocese is supreme, since he is the true successor of the Apostles to whom Our Lord said: *"As the Father has sent me, so I send you."* In each parish the authority of the Bishop is vested in the Pastor. The Council, therefore, may render advice and assistance to the parish priest, may offer him urgent recommendations, but must recognize in the parish the ultimate authority and leadership of the Pastor.

The Council may meet only with the consent of the Pastor.

In truly urgent cases, the members of the Council, like all Catholics, have the right to appeal to episcopal authority. But whatever the issue, it should be first discussed with the parish priest.

2. The Necessity of Having a Council:

There shall be an active and representative Pastoral Advisory Council at St. Theresa's Parish (the "Parish").

3. Selection of the Council:

- a) The Elected Members of the Council shall be chosen by election in whatever manner best suits the needs of the parish. For these purposes it is recommended that a Nominating Committee be appointed by the pastor to hold elections in accordance with the procedures outlined in Section 20.
- b) Ex-Officio Members representing Independent Parish Societies, Parish Groups or Local Schools are appointed by the members of such group or organization.
- c) The Pastor can appoint one or more additional Ex-Officio Members, as he deems necessary or desirable.

4. Resignations:

- a) Resignations from the Council must be made in writing and submitted to an Officer of the Council.
- b) Said resignations will be presented to the Council at the next scheduled meeting for acceptance.

5. Vacancies:

Vacancies on the Council may be filled by a vote of the majority of the remaining members of the Council. Each member so elected shall fill such vacancy for the remainder of the unexpired term. If the term being filled has less than six months remaining, the incoming member may run for up to 2 additional full terms.

6. Removal from Office:

- a) Any elected member of the Council may be removed for cause, by a three-fourths vote of all members present at any regular constituted meeting of the Council, after at least ten days prior written notice that such removal action is to be considered. A full opportunity to be heard shall be afforded before any member can be removed.
- b) Any member who misses three meetings per year will be contacted by an Officer of the Council to discuss his/her absenteeism. Any member who misses five meetings per year will be presumed to have voluntarily resigned. The Chairperson will send a letter to the resigned member thanking him/her for service to the Council. If a member desires reinstatement, a simple majority vote by the remaining members can be taken to reinstate a member who has resigned under these circumstances.

7. Eligibility for Office:

Membership in the Council shall be open to Catholics who:

- a) are registered parishioners of the Parish;
- b) participate in the liturgical life of the Parish; and
- c) are 18 years of age or older.

However in no event shall a candidate for election be a close relative of an elected member or another candidate. A close relative for the purpose hereof shall mean a grand parent, parent, spouse, son, daughter, sibling or grand child.

8. Term of Office:

- a) Ex-Officio Members serve for as long as they hold their respective parish positions and responsibilities.
- b) Elected Members serve a three year term, renewable once.
- c) After two consecutive terms, elected members should leave the council for at least one year.
- d) One-half of the elected members will be chosen in the first and second year of a three year cycle. There will be no election in the third year.

9. Change of Pastor:

Whenever the Pastor leaves the Parish due to transferral or death, then the Council is suspended until a new Pastor meets with the Council. Any Ex-Officio Members appointed by the out-going pastor must vacate their seat on the Council.

10. Officers of the Council:

- a) The Pastor is the Presiding Officer of the Council.
- b) The Council shall have three elected officers: Chairperson, Vice-Chairperson and Recording Secretary.
- c) Elections of Council Officers shall be held every year at the first meeting of the new Council in September.
- d) Officers serve a one year term, renewable yearly for that office. The officers form an Executive Committee which plans agendas with the Pastor.
- e) The duties of each officer shall include the following:
 - i) The Chairperson presides at every meeting of the Council and promulgates the Council's acts or decisions. The Chairperson shall prepare the agenda, call and lead all meetings of the Council, see that the by-laws and such rules as may be adopted by the Council are enforced, and shall, subject to the control of the Council, have general supervision, direction and control of the business and officers of the Council. He/she shall appoint or approve the Chairperson of all standing committees with the consent of the council and be an ex-officio member thereof. The Chairperson is responsible for follow-through coordination for the action item list developed by the Vice-Chairperson.
 - ii) The Vice-Chairperson assists the Chairperson as needed, and shall have the powers and performs the duties of the Chairperson in the event of his/her absence or disability, and shall succeed to any interim vacancy in that office. The Vice-Chairperson will serve as the action coordinator, compiling and emailing a list, by the Sunday following each Parish Council meeting, of required actions, responsible persons, and time lines, as determined at the meeting. The Vice-Chairperson shall also perform such other duties as may be assigned to him/her by the Council or the Chairperson.
 - iii) The Recording Secretary shall keep an official copy of these by-laws in the Council Chambers or such other place as the Council may direct. The Recording Secretary shall compile and distribute

committee reports to Council members prior to Council meetings. In addition, the Recording Secretary shall prepare or delegate the preparation of minutes of all Council meetings and arrange for the said to be circulated to the members at least two days before the next meeting. The minutes shall note the time and place of the meeting, whether regular or special, how authorized, the meeting notice given, the names of all members present, and the proceedings of the meeting. The Recording Secretary shall keep an official copy of all meeting minutes with the Parish Archives.

11. Time and Date of Meetings:

- a) The Council as a whole shall meet monthly from September to June, generally on every 2nd Sunday at 12:45 pm or such other time and date as the Council shall determine.
- b) The council will set the meeting schedule at the beginning of each year.
- c) The Chairperson may schedule an additional meeting with the consent of the Pastor, but must give each member at least 3 days notice by e-mail and/or by telephone.
- d) Non-Members can only attend the meeting on invitation or permission by the Chairperson or the Pastor, and he/she cannot speak at a meeting until recognized by the Chairperson. If said right is denied, the chairperson must briefly explain why said privilege to speak is being withheld at this time.

12. Goals and Priority:

- a) At the first meeting of year, the Council shall set its goals and priorities for ensuing year in consultation with the Pastor.
- b) The Council shall prepare, review and revise its 5 Year Pastoral Plan at least once a year.

13. Quorum:

Eight Elected Members shall constitute a quorum for the transaction of business.

14. Conducting Meetings:

- a) The meeting will generally be conducted in accordance with Roberts Rule of Order, as from time-to-time revised, in cases to which they are applicable and not inconsistent with these By-Laws.
- b) The agendas will be made available to council members at least 48 hours before the meetings. The minutes of the previous meeting will be simultaneously circulated to the council members.

15. Voting and Decision Reaching:

The Council, being a faith community, chooses to adopt a consensus form in its decision process. This is an iterative process in which a workable decision is reached through dialogue, compromise and modification of the contribution of all council members. It is generally recognized that consensus should be used for major decisions affecting the parish; however the council may consider using a voting process in those instances when decision reaching may be facilitated by a voting process. In instances when the council elects to use a voting process, the following voting guidelines will be followed.

- a) All members have the right to vote, although they may abstain.
- b) Voting will be conducted by a show of hands.
- c) The Chairperson will declare whether the resolution was passed or rejected.
- d) If there is uncertainty of the outcome of the vote, the Chairman or any member may request a vote by ballot.
- e) Most resolutions shall be passed by a simple majority vote.
- f) Special resolutions shall be passed by two-thirds (2/3) vote of those present.

16. Youth Representation:

Youth should be encouraged to participate in the Council. If young people are disinclined to serve, they should be encouraged to form a Youth Council making recommendations to the Chairman of the Council.

17. Expenditure of Funds:

- a) The Council may not hold general parish funds.
- b) Diocesan regulations require every parish to receive permission from the Bishop for expenditures over \$10,000.00. In the spirit of the advice to priests offered by the Vatican Council, the parish priest should generally not seek such authorization, except in the case of emergency maintenance repairs, without having first consulted the Council and obtained approval of the Finance Committee.
- c) It is recommended that proposed expenditures expecting to exceed \$50,000 be approved by two-thirds of the Council members and also submitted to the parishioners for comments, except in the case of emergency maintenance repairs.
- d) All matters of a financial nature or all actions approved by the Council required the expenditures of funds with be submitted to the Finance Committee for approval.
- e) A financial report shall be submitted annually to the parish in sufficient detail to make clear the state of parish finances.

18. Mode of Communication with Diocesan Bodies:

All communication with diocesan bodies or organisms should be through the Presiding Officer of the Council, ie. the Pastor.

19. Committees:

- a) The Council shall have the following Standing Committees and their tasks shall be:
 - i) Maintenance Committee – to recommend and upon approval implement maintenance repairs.
 - ii) Youth Committee - to promote youth activities in the Parish and organize a Youth Council.
- b) Other committees and their tasks may include:
 - i) Education & Formation Committee, which promotes the educational responsibilities of the parish, including parochial school, religious education programs and adult education.
 - ii) Worship and Spiritual Life Committee which promotes and coordinates matters of worship and spiritual development.
 - iii) Christian Service Committee, which organizes action on issues of peace, justice and advocacy for the poor.
 - iv) Social Activities Committee, which promotes community building events and assists with public relations for the Parish.
- c) Temporary or ad hoc committees for special purposes may be named by the Council as needed.
- d) Each committee selects its own chairperson and sets its own agenda and meetings.
- e) All elected members shall be encouraged to be a member of and take an active part in the workings of at least one committee.

20. General Assembly:

The Parish Council shall meet under the presidency of the pastor with the whole parish as often as may be recommended by the Council, but at the very least once a year.

21. Elections:

- a) In the first and second year of a three year cycle, 6 Council members will be elected by Parish vote during an advertised weekend in May. Such members shall be elected for a term of three years beginning on July 1. Members will also be elected to fill any vacated position to serve the remaining term of such vacated position.
- b) The Council will form an Election Committee of at least three members, comprised of Council members who are not standing for re-election and/or parishioners at large to oversee the Nominations and the Election. The Pastor is an Ad-hoc member of the Council Election Committee.
- c) The Council shall announce Council vacancies and the opportunity to nominate persons for election to fill those vacancies via notices in the weekly bulletin and on the website and verbal announcements at all weekend Masses for the entire month of April. Nomination forms shall be prominently available in both the church and the parish office, as well as online, for that entire month. Any eligible parishioner for at least one year by the date of the election who desires to stand for election may be nominated. A sample Nomination Form is attached to these bylaws as Appendix A.
- d) Any council member who wishes to serve a second term must be nominated in the same manner.
- e) All eligible candidates must have been nominated by at least three eligible parishioners. The pastor has the right, power, and authority to remove potential candidates from consideration for cause. The pastor's determination is final, confidential, and does not require public explanation.
- f) Nomination forms must be received by the Council Election Committee no later than the second Sunday of May.
- g) The Council Election Committee will certify all candidates for eligibility and willingness to stand for election. The slate of candidates for election will be announced to the Parish no later than the third Sunday of May.
- h) The election shall be by written ballot at a Parish Assembly called for that purpose or such other method that the Council shall approve. The Council Election Committee will count the ballots with the assistance or supervision of the Pastor.

22. Adoption/Amendments

- a) These By-Laws becomes effective when approved by two-thirds of the Council members and accepted by the Pastor after discussion.
- b) These By-Laws must be ratified by the Parish Assembly at next meeting.
- c) These By-Laws can be amended by two-thirds of the Council members' approval and said amendments must be accepted by the Pastor and ratified by the Parish Assembly.
- d) Each member of the Council and all new members shall be given a copy of these By-Laws.

Approved by the Council on May 17th, 2009

Amended on March 14th, 2010

And further amended on May 30, 2010

Approved as amended by Parish Assembly on May 30, 2010.

APPENDIX "A"
St. Theresa's Shrine of the Little Flower
Pastoral Advisory Council

Nomination Form

Nominees and their nominators should verify that they satisfy the eligibility requirements contained in the By-Laws before lodging a nomination with the Election Committee. Nominations close on May • the second Sunday in May.

NOMINATORS TO COMPLETE

We, the undersigned parishioners of St. Theresa's Parish, desire to nominate:

_____ Show Preferred Courtesy title: e.g. Mr. Mrs. Ms or other preferred title if any, and the Full Name of the Nominee
as a candidate for election to the Pastoral Advisory Council of St. Theresa's Parish.

First Nominator

Name: _____

Address: _____

Signature _____ Date: ____ / ____ / 20__

Second Nominator

Name: _____

Address: _____

Signature _____ Date: ____ / ____ / 20__

Third Nominator

Name: _____

Address: _____

Signature _____ Date: ____ / ____ / 20__

CONSENT -- COMPLETED BY NOMINEE

I, _____
Nominee's Full Name

accept nomination to the Pastoral Advisory Council of St. Theresa's Parish and am prepared fully to comply with the Constitution, By-Laws and Code of Conduct and otherwise faithfully serve the best interests of the parishioners of St. Theresa's Parish if elected to represent them.

Please show my name as _____ on the ballot.
Nominees preferred name for the ballot

Signature _____ Date: ____ / ____ / 20__

Address: _____

_____ Postal code: _____

Telephone – Home: _____ Mobile: _____

Facsimile: _____

E-mail: _____