

St. Anne's Parish
Governance Structure
10th Draft: May, 2017

This document is an application of the Diocese of Saskatoon guidelines. In the case of conflict between the two documents, the guidelines take precedence.

Pastor: The pastor presides over the Pastoral Council and Operations Council, to ensure that all decisions, policies and activities are consistent with the mission and laws of the church and contribute to the continued health and vitality of the parish. As President, the Pastor sits as an ex-officio, non-voting member of the Pastoral and Operations Councils, which serve the Pastor and parish community in an advisory and supporting role.

Pastoral Council

Role: The Pastoral Council serves as the primary instrument of lay leadership within the parish, acting as a consultative body to the Pastor on issues related to the pastoral direction and activities of the parish.

As outlined in "Parish Pastoral Council: Guidelines for the Development of Constitutions" published by the Canadian Conference of Catholic Bishops, the main objective of the pastoral council is to promote pastoral activity that will help the parish to achieve its goals.

Responsibilities: The Pastoral Council advises and reports to the Pastor.

- To develop, implement and periodically review the parish vision, values statement, policies and strategic direction, in consultation with the Pastor, staff, parish committees and parishioners in general;
- To assist the Pastor in the setting of priorities as well in the consideration, implementation and evaluation of pastoral activities in light of the established parish values and strategic direction;
- To promote open and constructive communication between all members of the parish community;
- To report pastoral council activities and other relevant issues to the parish community in a timely manner;
- To act as a forum for coordinating parish activities;
- To provide opportunities to allow all parishioners to have an effective voice in parish affairs;
- To be actively involved in pastoral initiatives taking place within the diocese and the wider Church;
- To act as a resource for the Pastor, staff, parish committees and parishioners in general on issues related to pastoral activities; and
- To review and approve the budget developed and submitted by the finance subcommittee of the Operations Council.
- Hold Annual General Meetings at the end of the term, to report to the parish as a whole the activities of the past term

- The term of pastoral council is defined as June to the following June after the inception of new members
- Reports for the various committees and organizations will be presented with discussion as required

Membership Composition:

- Number of Members
 - Recommended 10 – 15 people
- Qualifications
 - Is a practicing confirmed Catholic
 - Understands the role of Parish Pastoral Council
 - Is committed to the whole mission of parish community, not just one particular interest
 - Communicates well in all aspects; listens to others, reflects on what is seen and heard and shares ideas
 - Works well with groups: supports, affirms and respects others and their gifts
 - Is prepared to creatively solve problems and to undertake new initiatives
 - Must be a minimum of 16 years of age
- Representative of various dimensions of parish including gender, age, civil status, walks of life, social conditions, geographical sectors, pastoral activities, ethnic background and pastoral team
 - Pastoral team members will attend only as ex-officio members
 - In general, members of staff will attend on a rotating basis
 - Members of staff may be appointed by the pastor as regular attending members but care must be taken to ensure their voice does not dominate others attending the meetings
- Method of Selection
 - Election by the parish is the primary method of selection
 - Election by position to be decided within the elected council
 - Appointments can be made by the Pastor to ensure there is good representation of all dimensions of the parish
 - Recommendations may be made by the parish team, Parish Pastoral Council or may be invited from specific parish organizations
- Length of Pastoral Council term
 - Term of three years; maximum of two consecutive terms
 - Not more than 1/3 replaced at one time
- Executive
 - The position of Vice-chair, Chair and Past-Chair are to be served in succession of one year each for a total of a three year term on the executive
 - Chair
 - The person in this position will have served previously in the Vice-chair position
 - Intended to become Past-Chairperson the following year
 - Vice-Chair
 - To be elected from elected Parish Pastoral Council
 - Past-Chair (
 - To be served after completion of one or two year term as Chair
 - Secretary (one year term, renewable to maximum of three)

Membership Responsibilities:

- Chair
 - To see to the good functioning of the council by animating and chairing the meetings, encouraging all council members to participate actively and to express their views freely so that the parish can benefit from their diverse gifts.
 - To encourage council members to extend their leadership to the on-going life and mission of the parish
 - To work with the Pastor in establishing an agenda for council meetings
 - To send out governance document to new members prior to start of a new term
- Vice-Chair
 - Assume duties of Chair when not available
 - Chair the Operations Council meetings
- Past Chair
 - Responsible for organizing and running the election of new council members
- Secretary
 - Taking minutes for council meetings, including identifying any action items that arise and distributing the minutes
- Member at Large
 - Are actively involved in the overall council responsibilities

Decision Making: In general, decisions of the Pastoral Council shall be arrived at on the basis of consensus, meaning that there is broad-based agreement among Council members. On the rare occasion that a vote is taken, approval of the motion in question requires a majority of at least 2/3 of those present in the vote; quorum in order for a vote to proceed will be 2/3 of all eligible members.

Pastoral Council Meetings:

- In general, regular meetings are to be held on a monthly basis over the period from September to June on dates to be arrived at in advance by consensus.
- Special meetings may be held as deemed necessary through an agreement between the Pastor and the Chair.
- Meeting agendas will be developed collaboratively by the Chair and Pastor, and distributed to Council membership by the Chair. Additional agenda items may be submitted to the Chair, for consideration by any member of the Pastoral Council, or any parishioner, at least two weeks prior to the Council meeting.
- In general, meetings are open to all members of the parish to attend as observers. As observers, visitors would be entitled to speak if invited by council. Upon consensus agreement among Pastoral Council members, portions of a meeting may be held in-camera to discuss specific confidential matters.
- Meeting minutes will be kept and made available to the parish community; when necessary, issues deemed by Council to be of a confidential nature may be withheld from the published minutes.
- Quorum for holding an official meeting requires the attendance of the pastor and at least 51% of council members, of which at least two must be the Chair, Vice-Chair, Past-Chair and Secretary.
- All members have an important part to play in shaping the pastoral direction of the parish and are encouraged to take an active role in Council discussions.
- At the first meeting of the term, council members should be recorded as part of the minutes and any subsequent additions during the term should also be recorded as well

Oversight of Parish Committees:

- Pastoral Council shall approve and maintain a list of active parish committees.
 - It is the responsibility of each committee to appoint a representative to act as a contact with Pastoral Council.
 - Pastoral Council will designate a Council member to act as a liaison with each committee of that committee does not have current membership on Council; the Council liaison need not be a member of the committee.
- All parish committees must meet the following criteria:
 - The committee mandate and activities must be aligned with the parish vision, values statement, and policies;
 - Each committee should develop and maintain terms of reference approved by Pastoral Council that outline their objectives, scope and activities, as well as membership policies;
 - In order to remain on the active committee list, there must be a sufficient number of involved committee members to fulfill the mandate and commitments of the committee;
 - Committees should maintain current lists of those in leadership roles and of membership in general that should be reported to Pastoral Council on an annual basis; and
 - Resources required from the parish must be approved in advance by the Pastoral Council and, to the extent that is feasible, included in the parish budget.

Operations Council

Role: The Operations Council serves as a consultative body to the Pastor and Operations Manager in support of administrative activities of the parish, including, but not limited to, finance, staffing and human relations, facilities and grounds, and basic parish operations.

Responsibilities: The Operations Council advises the Pastor and Operations Manager, and reports to the Pastor.

- To provide support and advice for the Pastor and Operations Manager on issues relating to parish administration;
- To develop and monitor policies relating to parish finances and financial practices;
- In consultation with the Pastor and Operations Manager, to develop a draft parish budget and financial statements for submission and approval to Pastoral Council;
- To monitor and review the financial status of the parish on a regular basis and to provide a summary report on the financial status to Pastoral Council;
- To provide regular updates on the financial status of the parish to parishioners as a whole;
- To develop and implement policies and practices to ensure the effective and sustainable management of parish facilities and grounds;
- To support the implementation of policies and strategic directions established by Parish Council, insofar as those policies and directions are in accordance with sound management principles;
- To advise Parish Council on matters relating to parish administration and finance; and
- To facilitate effective communication between the Operations Council, Pastoral Council, the Pastor, staff, parish committees and parishioners in general.

Membership:

- Three representatives from the current Pastoral Council:
(terms to reflect respective terms on Pastoral Council)
 - Chair;
 - Past-Chair; and
 - Vice-Chair
- Finance Committee members (2 to 3 members):
 - Appointed by the Pastor, in consultation with the Operations Council
 - The Finance Committee functions as a standing subcommittee of the Operations Council
 - 3 year term, renewable annually to a maximum of 3 additional years.
- Chair, Facilities and Grounds Committee:
 - Appointed by the Pastor, in consultation with the Operations Council
 - 3 year term, renewable annually to a maximum of 3 additional years.

The Operations Council is supported by the Operations Manager who attends regular Operations Council meetings, has an equal voice in Operations Council discussions, but is not a voting member of the Operations Council.

Decision Making: Due to its advisory function, decisions of the Operations Council shall normally be arrived at on the basis of consensus. In exceptional circumstances, a formal

vote may be held if agreed to by a majority of eligible the Operations Council members. Approval of the motion in question requires a majority of at least 2/3 of those participating in the vote.

Operations Council Meetings:

- Meetings will held at least four times over the period from September to June each year.
- Additional meetings may be held as deemed necessary through an agreement between the Pastor, the Operations Manager and the Chair of Pastoral Council.
- Meetings will be chaired by the Pastoral Council Vice-Chair.
- Meeting agendas will be developed by the Operations Manager and Pastor, in consultation with the Chair of the Pastoral Council. Additional agenda items may be submitted for consideration, by any member of the Operations Council.
- Meeting minutes will be kept by one of the three members representing Pastoral Council and made available to the parish community; when necessary, issues deemed by the Operations Council to be of a confidential nature may be withheld from the published minutes.
- It is the responsibility of the Chair of Pastoral Council to ensure that a meeting summary is provided to Pastoral Council at the next available opportunity.
- Quorum for a meeting requires the attendance of at least one representative from Pastoral Council, one representative from the Finance committee, either the Operations Manager or the Pastor, and one additional member.