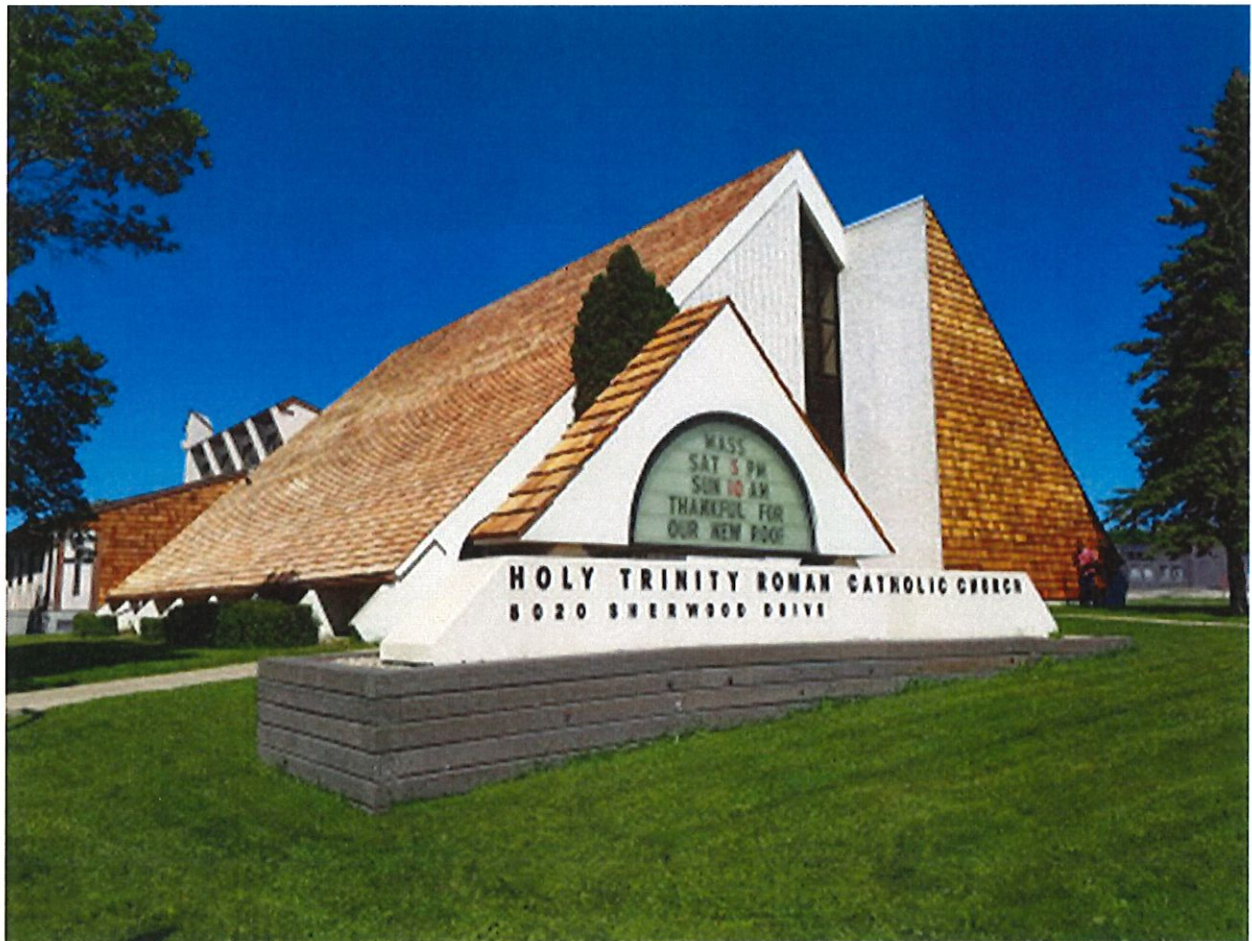


**CONSTITUTION AND BY-LAWS  
HOLY TRINITY PARISH, REGINA, SK.  
MARCH 20, 2025**



**Parish Pastoral Council  
And  
Parish Finance Council**

**Regina, Saskatchewan**

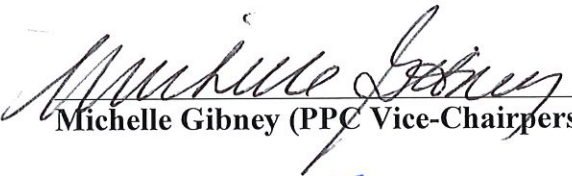
**Constitution of the Parish Pastoral Council  
And  
Parish Finance Council**

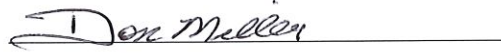
**March 17, 1996**


**Amended March 20, 2025**

It is hereby certified that this is a true copy of the Constitution of Holy Trinity Parish of Regina, which was amended in March 20, 2025.

  
Cynthia Mack (PPC Chairperson)

  
Michelle Gibney (PPC Vice-Chairperson)

  
Don Miller (PFC Chairperson)

  
Fr. Gaspar Lucas (Parish Priest)

**Date: March 20, 2025**

## PREAMBLE

This constitution is subject to the terms and provisions, where applicable, of The Act to Incorporate the Roman Catholic Parishes and Missions in the Diocese of Regina and the Act to Incorporate the Archbishopal Corporation of Regina S.S. 1912, Chapter 66 & 67, as amended. As a charitable organization registered with the Government of Canada, we comply with the following:

1. The organization will be operated without the purpose of gain for its members, and that any profits or other assets of the organization will be used solely to promote its purposes.
2. In the event the organization dissolves, after it pays all its debts and liabilities, it will distribute or dispose of its remaining property to qualified donees as described in subsection 149.1(1) of the Income Tax Act.
3. It is to be noted that the original purpose of the organization has not changed or been altered since the filing of the original documentation.

### **Article I. Mission Statement**

**“The faith community of Holy Trinity Parish, under the Guidance of the Holy Spirit, is committed to living out the Message of Jesus Christ, by assisting people to grow in their relationship with God and each other through its Liturgy, Prayer Life and Ministry to all”.**

### **Article II. Mandate**

1. The Code of Canon Law (1983) states that a Pastoral Council (Canon 536) is to be established in each parish if considered opportune by the Diocesan Bishop.
2. The Code of Canon Law (1983) states that a Parish Finance Council (Canon 537) is to be established, which is obligatory.
3. To review the guidelines for the Parish Pastoral Council at least once in every five years.

### **Article III. Composition**

The term “Parish Priest/Pastor” shall mean the person or persons charged with the administrative, sacramental, and pastoral care of the parish by the Archbishop.

1. The Parish Pastoral Council is the Pastor’s consultative voice.
2. The Pastor is ultimately responsible to the bishop for pastoral care in the parish.
3. A Parish Pastoral Council recommendation, when it is ratified by the Pastor, can then be described as Parish Pastoral Council decision.
4. The term “chairperson” shall mean one person or two persons who equally share a position’s rights and responsibilities.

## **A. Parish Pastoral Council**

- Section 1.** The parish priest/Pastor shall be a member of the Pastoral Council and ex-officio member of all its committees.
- Section 2.** The Pastoral Council shall consist of:
- a) The Parish Priest/Pastor
  - b) Chairperson appointed by the Pastor/elected membership
  - c) Vice-chairperson appointed by Pastor/the elected membership
  - d) Elected chairperson of all standing committees
  - e) All other duly appointed or elected members as provided by this constitution
  - f) The Chairperson or designate of the Parish Finance Council.
- Section 3.** All standing committees and responsibilities are listed in the Bylaws.

### **Article IV. Eligibility**

Only registered parishioners fully initiated in the Catholic Church and 16 years of age shall be eligible to serve on the Pastoral Council or any committee.

### **Article V. Annual Meeting - Nominations - Elections - Appointments**

**Section 1.** An Annual Meeting of the parish shall be called at the decision of the Pastoral Council, prior to the thirty-first (31) day of March each year, for the purpose of:

- a) Reporting the activities of the Pastoral Council and its committees during the past and future calendar year.
- b) Electing members to the Parish Pastoral Council.

**Section 2.** The Council shall appoint annually a nominating committee of at least three (3) members one of which should be appointed by the finance council. These members shall:

- a) Two (2) weeks prior to the Annual Meeting, submit to the council a slate of names to fill vacancies on the council.
- b) Appoint a scrutineer for the elections.
- c) Call and accept nominations from the floor at the Annual Meeting, provided that any such nomination is made with the consent of the nominee. The chairperson of the nomination committee shall chair that portion of the meeting dealing with nominations and elections. Voting shall be by secret ballot.

### **Section 3. Term of Service**

- a) The chairperson and vice-chairperson shall be appointed by Pastor/elected members. Standing committee chairpersons shall be elected for a two-year term at the time of the annual elections. Half of the council should be up for election each year.
- b) No member can hold the same position for more than four years consecutively. Members who have served on the council for their full four (4) years may return to the council after an absence of two (2) years, with the exception of the vice-chairperson who may choose

to have his/her name stand of appointment process for chairperson, immediately following the term as vice-chairperson.

- c) The secretary of the council shall be appointed by Parish Pastor to the Parish Council, and shall have no voting privileges.
- d) Deanery representative of the council shall be appointed for a three-year term by Pastoral Council and will have full voting privileges.

## **Article VI. Meetings**

### ***Section 1.***

- a) The chairperson of the Pastoral Council shall call an emergency general meeting of the parish:
  - i) Upon receipt of a written request signed by at least 100 members of the parish.
  - ii) When requested by a majority of the Pastoral Council.
- b) Notice of a general meeting shall be publicized two (2) weeks in advance of the date selected.

### ***Section 2.***

- a) Regular meetings of the Pastoral Council shall be held at least once in two months, at a place, date and time designated by the Pastoral Council Chairperson.
- b) Regular meetings should include a spiritual reflection, faith formation and/or formation for active discipleship.
- c) All Pastoral Council meetings shall be open to parish members.

### ***Section 3.***

- a) Special meetings of the Pastoral Council may be called by the chairperson on three-day notice to each member, stating the date, time, place and purpose of the meeting.
- b) Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at such a special meeting.
- c) The chairperson shall call a special meeting of the Pastoral Council upon the written request of at least three (3) members of the Pastoral Council. The request must set out the purpose of the special meeting. The provisions in 3.b) will apply.
- d) The Pastor if he deems necessary may call, with sufficient notice, a special meeting of the Pastoral Council

### ***Section 4.***

- a) At all meetings of the Pastoral Council, a simple majority of the members shall constitute a quorum for the transaction of business. The decisions of the majority of the members present at a meeting at which a quorum is established shall be decreed to be decisions of the Pastoral Council. The Pastor is not a voting member. The chairperson has a right to vote.
- b) In the event of a substantial disagreement between the Pastor and the Pastoral Council, after Regina West Dean's intervention with no resolution to the issue the council or committee may appeal to the Archbishop.

- c) At all meetings of the parish as a whole, all those present shall constitute a quorum.

## **Article VII. Vacancies**

### ***Section 1.***

- a) Any member of the Pastoral Council who is absent from three (3) consecutive meetings without a valid reason and notification given to the chairperson, shall be deemed to have resigned and shall be notified.

### ***Section 2.***

- a) A vacancy in any position shall be filled by a council appointee, the term of such a member to expire at the next Annual Meeting.

## **Article VIII. Committees of the Pastoral Council**

### ***Section 1.***

- a) The standing committees' other representations are described in the Bylaws.
- b) The Pastoral Council may establish ad hoc committees as the need arises.

### ***Section 2.***

- a) The duties and responsibilities of each standing committee shall be set by the Pastoral Council.
- b) The standing committees are to meet regularly.

### ***Section 3.***

- a) Each standing committee shall consist of as many members as required to carry out its program. However, the committee chairperson shall submit the names of committee members to the Pastoral Council who will represent the respective committees in the Pastoral Council.
- b) Committee chairperson's appointment shall be for a period of one (1) year, but members may be re-appointed.
- c) The committee chairperson may appoint a vice-chairperson and a secretary to assist in conducting the business of the committee.
- d) The vice-chairperson of each committee, subject to the approval of the Pastoral Council, shall have the right to make motions, vote, and carry on in the same capacity as the chairperson of said committee in the committee chairperson's absence, at any constituted meeting of the Pastoral Council.
- e) Each committee will have only one member during the Pastoral Council meeting with the voting privileges.

## **Article IX. By-laws**

- a) Pastoral Council may make bylaws for the purpose of carrying out the affairs of the parish.
- b) Such bylaws must be consistent with the constitution.



- c) New bylaws or changes in old bylaws passed during a council term shall be reported to the Annual Meeting which concludes that term of office.

**Article X. Amending the Constitution**

- a) The constitution may be amended by a two-third majority at the Annual Meeting or authorizing the Pastoral Council do so.
- b) Two weeks' notice shall be given in the bulletin prior to making amendments to the constitution.
- c) The constitution must be easily accessible to all parishioners.

**Article XI. Signing Authority**

- a) Signing officers shall be by two persons, one of whom is to be the pastor and the other either the PFC chairperson or designate for properly approved disbursements. A third signing officer may be added to ensure the smooth flow of financial payments.
- b) No bank accounts in the name of the parish may be set up by any parish council committee or sub-committee without the express permission of the pastor. The request and permission for additional bank accounts shall be in writing.

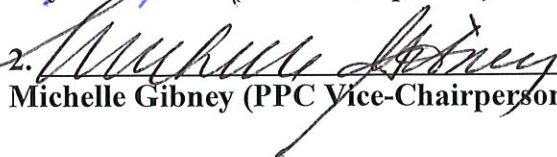
**Article XII. Access to Records**

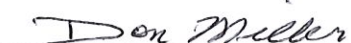
- a) Members of the PFC and PPC shall have access to all records necessary for the completion of their duties.
- b) All members of PPC or PFC who have access to parish records or parish financial records shall sign an oath of confidentiality.

**The workings of the Parish Pastoral Council adhere to and follow the Guidelines for the Parish Pastoral Council as decreed by the Archdiocese of Regina, September 2021, as well as Archdiocesan Financial, Building Regulations.**

**Names and Signatures of Three Directors**

1.   
Cynthia Mack (PPC Chairperson)

2.   
Michelle Gibney (PPC Vice-Chairperson)

3.   
Don Miller (PFC Chairperson)

**HOLY TRINITY PARISH**  
**BY-LAWS**  
(March 17, 1996; Amended March, 2025)

***Section 1. Committees of the Pastoral Council***

- a) The Parish Pastoral Council, being entrusted with the spiritual and temporal care and development of the parish in collaboration with the Pastor, does hereby designate the following committees to carry out its responsibilities:
1. Adult Faith Formation
  2. Communication
  3. Deanery Representative
  4. Ecumenism
  5. Finance
  6. Hospitality
  7. Liturgy
  8. Pastoral Care
  9. Social Justice
  10. Stewardship
  11. Youth
- b) and does hereby designate the following organizations to be represented on the Pastoral Council:
1. Catholic Women's League
  2. Knights of Columbus
- c) Chairpersons elected in even years:
1. Adult Faith Formation
  2. Communication
  3. Deanery Representative
  4. Ecumenism
  5. Finance
- d) Chairpersons elected in odd years:
1. Hospitality
  2. Liturgy
  3. Pastoral Care
  4. Social Justice
  5. Stewardship
  6. Youth



### ***Section 3. Responsibility of Committees of the Pastoral Council***

- a) The responsibilities of each committee can vary from year to year or within the year.
- b) Each committee chairperson must maintain a list of committee members and ensure any changes are communicated promptly to the Parish Volunteer Screening Committee.
- c) Even so, in order to reduce duplicated effort and promote harmony, a working definition of responsibilities of each committee is considered useful as follows:
  - a. **Adult Faith Formation**
  - b. **Communication**
  - c. **Deanery Representative**
  - d. **Ecumenism**
  - e. **Finance**
  - f. **Hospitality**
  - g. **Liturgy**
  - h. **Pastoral Care**
  - i. **Social Justice**
  - j. **Stewardship**
  - k. **Youth**

- A) **Adult Faith Formation:** This committee is responsible for assisting parishioners in the development of their spiritual life through participation in the sacraments and educational programs, for example: Sacramental Preparation, RCIA, Scripture Study, Adult Education, Family Life and Spiritual Growth.
- B) **Communications:** This committee is responsible for developing and maintaining good relationships between parishioners and the parish organizations, other parishes and the public. Some examples are:
  - 1) Attend social functions, special liturgies and sacraments to take photos and/or report on what happened for parish newsletter.
  - 2) Develop newsletter including photos and reports on upcoming and past events, interesting articles and friendly gossip.
  - 3) Co-ordinate parish photo album every five (5) years.
  - 4) Provide foyer display of new parish council each year including pictures.
- C) **Deanery Pastoral Council Representative:** The Deanery representative will co-ordinate the exchange of information between the local parish and the other parishes in the deanery. The areas to be reviewed will be a broad cross section of parish life including activities in all active parish committees, with a view to facilitating joint deanery decisions.
- D) **Ecumenical:** Through cooperative prayer, worship and service projects, ecumenical committee works in unity to share our faith in the hopes of providing an opportunity for others to encounter God. It looks for local opportunities for the translation of ideas into deeds. Ecumenical activities and interfaith co-operation should primarily focus on ordinary

experiences in the local parish community and been seen as opportunities for the many, and not the specialty of the few. Some examples are:

- 1) Social Gatherings
- 2) Educational and Awareness Opportunities
- 3) Prayer Services
- 4) To be aware of and support other Ecumenical and Interfaith groups.

**E) Finance Council:** The Finance Council, with a minimum of five (5) persons, including the Pastor and Chairperson of Parish Pastoral Council as ex-officio members, entrusted with the parish goods and property (temporal goods) in conjunction with the pastor hereby designate the following committees to carry out its responsibilities:

- 1) Financial Administration
- 2) Building & Grounds
- 3) Hall (as required)
- 4) Others as required Representation on the finance council.

**F) Hospitality:** The Hospitality Committee will welcome new parishioners and make all parishioners feel that they are a part of Holy Trinity Parish, through such activities as for example:

- 1) Visit families who want to be visited.
- 2) Sponsor social events throughout the year to promote fellowship.
- 3) Co-ordinate weekend refreshment time.

**G) Liturgy Committee:** The Liturgy Committee is responsible for working with the Pastor to provide for meaningful celebrations. The following are examples of the various duties:

- 1) Coordinating lay participation at Mass, such as altar servers, choir directors, organists, ministers of the Word, hospitality and continual concern for the meaningful worship at Mass.
- 2) Obtaining and maintaining church supplies to support proper and meaningful worship.
- 3) Obtaining and maintaining liturgical furnishings and portable equipment, such as candles, flowers, Christmas cribs, murals, altar linens, chalices, baptismal equipment, and obtaining and maintaining vestments and altar server surplices and cassocks.

**H) Pastoral Care:** The Pastoral Care Committee is responsible for assisting the Pastor in providing the gift of presence to people with health-related pastoral concerns within the parish. It is also responsible for ensuring that those called to this ministry are properly prepared for the specific form of care that they are called to provide. The following are areas of importance for this committee to consider:

- 1) Awareness of Pastoral Care Needs and Services
- 2) Skill Development and Support for Volunteers
- 3) Bridge Between Parishioner, Parish Community, and Pastor
- 4) Co-ordination of the above.

**D) Social Justice:** The Social Justice Committee strives to establish a more fair and equitable society by sharing the riches of creation with all. It seeks to promote issues of justice and peace through a culture of love, understanding, mutual respect and care for others. It is responsible for raising awareness of the social mission of the parish both within and outside parish boundaries. It is especially sensitive to the needs of the weak, the poor, the vulnerable and the marginalized, and it recognizes the dignity and worth of every person from conception to natural death. It is also responsible for the promotion and education of the parishioners on the Church's biblical and social teaching regarding issues of justice and peace. Some examples are:

1. Promote the work of the Canadian Catholic Organization for Development and Peace, the Social Justice Department and related organizations within the Archdiocese of Regina.
2. Respond to local projects, such as programs for the elderly, sick, handicapped and homeless, hungry and any person in need.
3. Be responsible for raising the awareness of parishioners concerning those critical social issues which affect all our lives and are drawn from the basis of solid Catholic teaching.

**J) Stewardship:** This committee is responsible for creating awareness in all parishioners that everything we have comes from God, our life, our talents, our abilities, our intellectual gifts and our holiness. These things as gifts entrusted to us by God are given in order that "all may see the good that we do and give glory to God" (Matthew 5:16) and bear fruit for God. Thus, we receive the gifts of God, to look after them wisely, to share them in justice and love and to show a return to God on them.

**K) Youth:** The Youth Committee, in consultation with the youth worker, is responsible for fostering and coordinating the activities for the youth of the parish from the age of twelve and over.