

# *Parish Council Constitution*

## *Parish Council Bylaws*



*St. Gerard's*  
*Roman Catholic Parish*  
*Yorkton*  
*(Revised 2010)*

## **A BRIEF HISTORY OF OUR PARISH**

In the 1800's a large Catholic population settled in and around Yorkton. For many years, the Oblate Fathers, as missionaries served this area. Travel was difficult, by buggy, horseback or by sleigh on trails or very poor roads and often dangerous weather conditions.

In 1903, the Oblates requested the Belgian Redemptorists from Brandon to take over duties on a permanent basis. Fathers Delaere, Godt, Borgonie and Brother Cyril arrived on July 19, 1903. They purchased a house for a rectory and began 87 years of pastoral work here. The first Mass was celebrated on December 6<sup>th</sup>, 1903 for 100 parishioners.

The Rectory soon became inadequate, and the following year the Clergy and volunteer help constructed a three story building. It contained a chapel that served as a church for the next 6 years. It was the first rectory in the Assiniboine District of the Northwest Territories. Yorkton, staffed with 5 priests and 3 brothers became the center serving ten outlying missions.

On **December 11<sup>th</sup>, 1904** Archbishop L.P.A. Langevin of the St. Boniface Diocese dedicated the chapel and “**St. Gerard’s Parish**” was born. Of great historical interest, Pope Pius X proclaimed Gerard Majella a saint, just a few hours before the dedication.

### **The Church**

St. Gerard’s population increased, and in 1909 a new church, seating 250 was built at a cost of \$20,000. This addition was attached to the existing chapel. The building was in the shape of a cross with 4 nearly equal arms. The dimensions were 70 feet x 50 feet and 85 feet from the basement to the top of the cross on the steeple. It contained a sacristy, a large sanctuary, long communion rail, two confessionals in the back and a choir loft also in the back. The basement was multipurpose and served as the meeting place with a very basic kitchen. The parish now had 17 registered families.

Over the years, the Fathers served 49 out missions travelling on rugged and often hazardous road conditions. By 1951 the area totalled 10,000 square miles as the years progressed the number of missions decreased and in 1971 most of the churches were closed due to a declining rural population and a shortage of priests. The parishes at Theodore and the Canadian Armed Forces Base at Orcadia were the remaining missions and the last to close.

### **A New Church**

The rectory, housed the parish offices and the large chapel, where weekday Masses were celebrated and accommodated the overflow crowd at the Sunday Masses. It became evident that extensive renovations were needed. The Church, because of the high ceiling was very expensive to heat. Both buildings were feared to be fire traps by the city engineer. Also our parish family had grown to 502 families and 60 singles.

A building fund, established in 1952 reached near \$160,000 by December 31, 1967. A general assembly meeting on February 3<sup>rd</sup>, 1972 approved plans for a new church with a seating capacity (including the overflow) of 525. Office would be in the NW corner and it would have a full basement to be developed later.

On May 24<sup>th</sup>, 1972, the last Mass (in Latin) was celebrated in the old, brick church. Both the church and the rectory were demolished. The beautiful stained glass windows, bell, the cross from the steeple and statues were preserved. The Stations of the Cross now grace the walls of our present church.

The first Masses in the new church were celebrated on February 4<sup>th</sup>, 1973 and in May it was officially dedicated and blessed by Archbishop M.C. O'Neill of Regina.

Demolition, construction costs, and new furnishings amounted to \$304,736. Thanks to several large donations and successful fund-raising, the debt was paid off in June, 1975.

As a later project, the lower level was developed. It contains a library, kitchenette, rooms for the K. of C., the C.W.L., the Senior Citizens, a carpenter workshop, storage rooms, coat room, bathrooms, a children's center for Children's Liturgies, and an open area for meetings and gatherings.

In August 1990, because of declining numbers and age of the clergy, the Redemptorist Fathers took leave of St. Gerard's. 73 priests and 11 brothers had faithfully served the parish and the outlying missions for 87 years.

St. Gerard's is now in the care of the priests of the Archdiocese of Regina. With usually one priest and approximately 2,800 parishioners, the laity has taken a more active role to serve in church ministries.

### **The Parish Hall**

From 1910 to 1950, the basement of the old church was used for social activities. Societies, as the Men's Club, Young Men's and Young Ladies' Sodality, the Amicus, and the Altar Society labored long and hard in very primitive conditions to cater to suppers and the annual parish bazaar. Recognizing the urgent need for a hall, a building committee spent 45 months raising money.

Construction began in June 1955. With some hired help and many hours of volunteer labor, the hall was built at a cost of \$60,000. Mayor M.C. Novak, M.D. officially opened the building July 1<sup>st</sup>, 1956. The main auditorium was 50 feet by 82 feet. Other features included a furnace room, cloakroom, kitchen, and a meeting room, bathrooms and a foyer.

Each year large crowds attended the Christmas midnight services. Mass was celebrated in the hall for those who could not get into the church. Also during the construction of the new church, Masses were celebrated in the hall.

A study done in 1991 showed that repairs and upgrades of the hall to building code was not financially feasible.

The last function in this facility was the parish Christmas party on December 17, 1995. Having served the parish well for 40 years. "The Hall" was torn down. The site is now the north parking lot.

## **Parish Complex**

The church had a shortage of office space and inadequate meeting rooms. As well a growing attendance at Sunday Masses underlined the need for an expansion. With a Building Committee formed, a fund raising drive began. The K. of C. #2031 pledged \$100,000. With revenue from bazaars, parish activities, and pledges from parishioners, a starting fund of \$485,000 was realized. Plans were drawn to enlarge the church and to incorporate a hall and offices under one roof. Construction began. The complex was completed in 1996 with the following amenities: the church, crying room, hall, kitchen, meeting rooms, offices, conference room, coatroom, bathrooms and a large foyer. The renovated church has a seating capacity of 850. The greeting area with soundproof folding doors, when opened enables the church to be expanded to any desired size needed. The new facility was built at a cost of \$1,703,449.

As of December 31, 2001, St. Gerard's family has grown to 755 families and 312 singles.

## **Pastoral Council**

The first Parish Council was formed in 1968. With a large attendance of parishioners, elections took place. The charter members were: Pastors Father McKenna, Father St. Pierre; Sister Laurentia, representing the Ursuline Sisters; Chairman, Ben MacDonald; Vice-Chairman, Joe Lenius; Secretary, June Schell; The Standing Committees were: Finance, Liturgy, Education & Ecumenism, Recreation & Social, Youth, & Welfare. The first Constitution was adopted in 1969.

The parishioners and the Pastoral Council continue to attend to the needs of St. Gerard's. The ministry duties are carried out by hundreds of volunteers.

*St. Gerard, give us light to guide us,  
so that at home, work or parish meeting  
we may always walk in the way of Christ.*

*St. Gerard, give us wisdom to direct us,  
so that thinking, or acting,  
we may always discern right from wrong.*

*St. Gerard, give us vision to lead us,  
so that whatever may befall us in the future,  
we will flourish, through your patronage.*

*St. Gerard, give us humility to acknowledge  
Always that all we accomplish in this world  
is done, throughout Lord Jesus Christ. Amen.*

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# **CONSTITUTION OF THE PASTORAL COUNCIL AND FINANCE COMMITTEE**

## **ST. GERARD'S PARISH YORKTON, SASKATCHEWAN**

**January 2002**

**Mission Statement:** St. Gerard's Pastoral Council seeks to celebrate the glory of God the Father and promote the mission of our Lord Jesus Christ, according to the precepts of the Church, building the Body of Christ and reaching out in love of the Holy Spirit.

### **Guiding Principles for the Council:**

1. The priority of the Council must be pastoral and spiritual in nature. Each meeting should begin with Mass, if possible, or with substantial prayer.
2. The Council is to set an example of a Christian community in action.
3. The Pastor and Council members are called to work closely and cooperatively in all decisions made on behalf of the Parish in a spirit of trust.
4. The Council's main concern is to set goals and policy for the Parish Community and to encourage active involvement by the parishioners.
5. The Council shall provide vision and constructive planning that will unify the Parish and work toward spiritual growth.

### **Article I: Name**

- 1.1 The name of the organization shall be St. Gerard's Pastoral Council (hereinafter referred to as the Council).

### **Article II: Mandate and Responsibilities**

- 2.1 The Code of Canon Law (1983) states that pastoral councils (Canon 536) are to be established in each parish if considered opportune by the Diocesan Bishop; and also a finance committee, which is obligatory (Canon 537).

- 2.2 To create, inspire and demonstrate leadership and enthusiasm in and for all matters relating to the participation by the laity in the affairs both spiritual and temporal of St. Gerard's Parish (hereinafter called "this Parish").
- 2.3 To serve as the medium whereby any and all members of the Parish may make known their views on all matters both spiritual and temporal affecting the Parish.
- 2.4 To promote the best interests of the Parish and to move recommendations for its good management and proper development.
- 2.5 To have responsibility for the finances of the Parish, including budgets, financial records, audits, Parish revenues, expenditures and investments, and, in connection therewith, to have access to all relevant books, records and documents, provided, however, no member of Council or Assembly shall be given information on donations, gifts or offerings, of any particular member of the Parish, without prior written permission of the donor.
- 2.6 To be responsible for the maintenance of Parish buildings and properties.
- 2.7 To promote, manage, build and maintain all such facilities they deem necessary or advisable, in accordance with the Diocesan Financial and Building Regulations.
- 2.8 To communicate to the Pastor the needs of the Assembly and to communicate to the Assembly the objectives and needs of the Parish and Clergy and the decisions of the Council.

### **Article III: Council Membership**

- 3.1 Members of the Council must be members of Christ's faithful who are in full communion with the Catholic Church and who strive to be examples of Christian commitment. Only registered parishioners 16 years of age or older shall be eligible to serve on Council or any committee and be eligible to vote.
- 3.2 The Parish Priest/Pastor shall be a member of the Council and an ex officio member of all its committees.
- 3.3 The Council shall consist of the following elected positions with voting privileges:
  - a) Chairperson
  - b) Vice-Chairperson
  - c) Finance Chairperson
  - d) Secretary
  - e) Standing Committees (refer to as stated in the bylaws)



And hereby designate the following organizations to appoint a voting representative on the Council to serve a maximum of three (3) years:

- i) Representative - Catholic Women's League (CWL)
- ii) Representative - Knights of Columbus (K of C)

- 3.4 A standing committee position may be held by couples or co-chairs but with only one vote and one voice.
- 3.5 Resignations of Council members must be in writing. Resignations may be requested by council of members who miss three consecutive regular meetings without a valid reason. Council may fill mid-term vacancies by appointment until the next election.
- 3.6 Any member of the Council who will be absent shall notify the Council chairperson who will be representing that committee and will have the right to vote.

#### **Article IV: Annual Meeting - Nominations - Elections - Appointments**

- 4.1 An annual meeting of the Parish shall be called at the decision of Council prior to the thirty-first (31<sup>st</sup>) day of March each year and shall be publicized two(2) weeks in advance of the date selected for the purpose of:
  - a) Reporting the activities of the Council and its committees during the past calendar year.
  - b) Reporting the activities of the Finance committee and its sub-committees.
  - c) Electing members to the Council.
- 4.2 The Council shall appoint annually a nominating committee of three (3) members at the beginning of each term. These members shall:
  - a) One month prior to the annual meeting insert a copy of a nomination form in the Parish bulletin.
  - b) Submit to the annual assembly a slate of names to fill specified vacancies on Council and call for and accept nominations from the floor, providing that nomination is made with the consent of the nominee and the approval of the Pastor. The Chairperson of the nominating committee shall chair that portion of the annual meeting.
- 4.3
  - a) Voting will be by secret ballot and decided by a simple majority. The Council Chairperson will seal his/her vote in an envelope only to be used in the event of a tie and this will remain secret.
  - b) Council shall appoint five (5) scrutineers for the elections.
  - c) Nominee profiles will appear in the bulletin for two Sundays following the general meeting.

- d) Elections to take place the 2<sup>nd</sup> and 3<sup>rd</sup> Sunday after the annual general meeting provided it does not conflict with Palm Sunday and Easter Sunday.
- e) Polling stations shall be set up in the hall. Voting will take place one hour before and after Saturday evening Mass; and one hour before, between, and after Sunday Masses.
- f) Election results are to be announced as to the successful candidate. All tallies are to be kept secret by the scrutineers.

## **Article V: Term of Service**

- 5.1 All Council positions will be elected for a three (3) year term with a maximum of two (2) consecutive terms, (six (6) consecutive years) if nominated and elected by the assembly according to Article IV.
- 5.2 Newly elected members shall take over duties at the first regular council meeting following elections.

## **Article VI: Meetings**

### 6.1

- a) The chairperson of the Council shall call a special general meeting of the Parish:
  - 1) Upon receipt of a written request signed by at least 50 members of the Parish.
  - 2) When requested by a majority of Council.
- b) Notice of a general meeting shall be publicized two(2) weeks in advance of the date selected.

### 6.2

- a) Regular meetings of the Council and Finance committee shall be held at least monthly, September through June inclusively, at a place, date and time designated by the Chairperson.
- b) All Council meetings shall be open to Parish members.
- c) Council member shall have representative from his/her committee if unable to attend Council meeting.

### 6.3

- a) Special meetings of the Council may be called by the Chairperson on a three (3) 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 council upon the written request of at least three (3) members of Council. The request must set out the purpose for the special meeting. The provisions of 6.3 b) shall apply.
- d) The Pastor, if he deems necessary, may call with sufficient notice, a special meeting of the Council.

6.4

- a) At all meetings of the 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 Council. The Pastor is not a voting member, the Chairperson has a right to vote.
- b) At all meetings of the Parish as a whole, all those present shall constitute a quorum. This Council is the primary consultative body in the parish.
- c) The Pastor is the ultimate decision maker.

6.5 Annual meeting, refer to Article IV.

### **Article VII: Vacancies**

7.1 Any member of the Council who absents him/herself for three (3) consecutive meetings without a valid reason and notification given to the Chairperson, shall be deemed to have resigned and shall be so notified.

7.2

- a) The vacancy in the office of Chairperson shall be filled by the Vice-Chairperson, who shall complete the unexpired term of the incumbent.
- b) A vacancy in the office of the Vice-Chairperson shall be filled by appointment by the Council.
- c) Vacancies and positions other than those mentioned above shall be filled by a Council appointee recognizing first unsuccessful nominees, completing the term of office of the member he/she replaces.
- d) If a vacancy occurs within six (6) months to the day prior to election, the position may be left vacant until regular elections.
- e) If a vacancy position occurs as a result of no nominations for an elected position then the Council has the authority to appoint a member to that position.

### **Article VIII: Committees of the Council**

8.1

- a) The standing committees and other representatives are described in the bylaws.
- b) The Council may establish ad hoc committees as the need arises and this committee will report regularly to Council.

8.2

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

8.3

- a) Each standing committee shall consist of as many members as required to carry out its program and shall be selected by the Chairperson of the respective committee.
- b) Committee member appointments shall be for a period of one (1) year, but members may be reappointed for successive years.
- c) The committee Chairperson shall appoint a secretary to assist in conducting the business of the committee.

8.4

- a) The representative of each standing committee as appointed by the committee chairperson 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 Council.

### **Article IX: Finance Committee**

9.1

- a) The Finance Committee, mandated by Canon 537, is at the service of the Council and is responsible for the administration of the financial affairs of the Parish, being governed by universal law, the archdiocesan financial and building regulations.
- b) Generally, the finance committee should strive to coordinate all committees and activities relating to the temporal or material matters of the Parish and bring the coordinated view to the Council. In turn, the finance committee should be sensitive and responsive to the needs for financial support identified by the Council.
- c) An auditor be appointed by the assembly at the annual meeting for the coming year.
- d) Finance committee as per bylaws.

### **Article X: Access to Records**

10.1

- a) The Finance committee, subject to Article II 2.5, shall have access to all financial records of the Parish.
- b) A audited financial statement for the calendar year is to be made available to all parishioners.

### **Article XI: Signing Authority**

11.1

- a) Signing authority shall be:
  - 1) The Pastor for the ordinary day-to-day operation of the Parish.
  - 2) In the absence of the Pastor, the Chairperson and the Finance Chairperson.

- b) The extraordinary expenses shall be dealt with through the Finance committee and the Council.
- c) Expenditures of more than \$5000 or 10% of the annual revenue of a parish, whichever is least, shall be referred to the Archdiocese of Regina. (Refer to Diocesan Financial Regulations, Appendix VI pg 25.)
- d) No bank account may be set up by any Council Committee or Sub-Committee without the expressed permission of the Pastor or Council. The Pastor would then have signing authority.

## **Article XII: Bylaws**

12.1

- a) Council may make bylaws for the purpose of carrying out the affairs of the Parish.
- b) Such bylaws must be consistent with this constitution.
- c) New bylaws or changes in old bylaws passed during a council term shall be reported to the annual general meeting which concludes that term of office.

## **Article XIII: Amending the Constitution**

13.1

- a) The Constitution may be amended by a two-thirds (2/3) majority of the people present at a general assembly meeting.
- b) Two weeks notice shall be given in the church bulletin prior to the general assembly meeting regarding a change to the constitution.
- c) The constitution must be easily accessible to all parishioners.

**CONSTITUTION APPROVED**

Date

\_\_\_\_\_

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Parish Council Chairperson

\_\_\_\_\_  
Parish Council Secretary

\_\_\_\_\_  
Parish Council Finance Chairperson

# BYLAWS OF ST. GERARD'S PASTORAL COUNCIL

## Section I:

### Chairperson:

1. Is an ex officio member of all committees of council.
2. Chairs the council meetings and annual assembly meeting.
3. Prepares an agenda for each meeting in consultation with the pastor.
4. Shall ensure that each elective committee meet regularly and fulfills its mandate according to the Bylaws.
5. Shall preside over Council following the Constitution of the Pastoral Council of St. Gerard's dated January 13, 2002, and the Archdiocese of Regina Guidelines of Parish Pastoral Council and Parish Finance Committee (March 1988).

### Vice Chairperson:

1. Acts as Council Chairperson in the absence of the Chairperson.
2. Follows all the above as stated in the duties of the Chairperson.
3. To serve as a representative of St. Gerard's on the Deanery Pastoral Committee.

### Secretary:

1. To record minutes of all regular council and assembly meetings.
2. Maintain those records for the parish files.
3. To write letters, thank you, or other correspondence with the approval of council.
4. To ensure that each newly elected member is in possession of a copy of St. Gerard's Pastoral Constitution (January 13, 2002) and the Archdiocese of Regina Guidelines (March 1988).
5. Prepare highlights of the Parish Council meeting for the following Sunday bulletin.

### Finance:

1. The Finance Committee shall consist of the following members:
  - a. The Pastor
  - b. Chairperson (member of council)
  - c. Secretary
  - d. Chairperson of Properties
  - e. Chairperson of Hall
  - f. Two (2) appointed parish members at large.

2. The Committee is mandated by Canon 537 as stated in the Archdiocese of Regina Guidelines of Parish Pastoral Council and Parish Finance Committee, (March 1988).
3. The Finance Chairperson shall carry out his/her duties as mandated in Article IX and X of the Parish Constitution.
4. All Finance Committee Meetings shall be open to parish members.
5. The Committee shall meet at least once between each council meeting.
6. The Chairperson shall present a detailed written financial statement and report at each meeting of council and be prepared to answer questions from council members.
7. Prepare an audited financial statement for the annual meeting.
8. Prepare an annual budget of the parish.

**STANDING COMMITTEES** as referred to Article III 3.3:

- A. Liturgical
- B. Religious Education
- C. Social Justice
- D. Properties
- E. Community Life
- F. Public Relations
- G. Family and Social
- H. Youth
- I. Hall
- J. Stewardship
- K. Ecumenical

**Responsibilities of Pastoral Council Members:**

The responsibilities of each committee could vary from year to year or within the year. Therefore in order to reduce duplicated effort and promote harmony, a working definition of responsibilities of each committee is considered useful as follows.

**General Bylaws:**

Monthly paid employees cannot serve on any committee as a chairperson or council member.

The following bylaws shall be incorporated by all Standing Committees:

1. Pastor is an ex officio member of all committees.
2. Shall consist of a chairperson (member of council), and as many members required to carry out its activities.
3. Shall appoint a secretary within each committee to record minutes of all meetings and keep records.
4. Shall preserve minutes, financial records, notes and records of events/celebrations. All of these records are to be passed onto the new council member at the end of a term of office.

5. Shall meet at least once between each council meeting, to plan, carry out and evaluate its activities.
6. Shall be competent in making decisions in its area of responsibility and make recommendations to council on matters concerning the parish as a whole.
7. Shall submit a monthly statement of expenses/income at each council meeting.
8. Shall submit a monthly written report to the council secretary four (4) days prior to each council meeting.
9. Shall submit an annual financial budget to the finance chairperson as requested by the finance chairperson.
10. Shall submit an annual written report 30 days prior to the annual meeting.
11. For all the committees that are stated to keep inventory, an updated copy shall:
  - be kept in the committee's records
  - be kept in council records
  - be given to the pastor
  - be sent to the chancery office

### **Liturgical Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - c) Sacristans
  - d) Altar Linen
  - e) Children's Liturgy
  - f) Ministries as Lectors, Welcomers, Communion Ministers, Communion to the Shut-ins, Hospitality and Altar Servers
  - g) Scheduling
  - h) Banners
  - i) Art and Environment
  - j) Music
  - k) Office Liaison
2. Shall be responsible for working with the Pastor to promote, prepare, and provide for meaningful participation in all liturgical and para-liturgical celebrations.
3. Shall, in conjunction with the Pastor, plan so as all members of the parish community may participate intelligently, prayerfully, and actively in liturgical celebrations.
4. Shall review and evaluate past liturgical celebrations.
5. Shall provide formation for all liturgical ministers.
6. To provide schedules for all ministries.
7. To maintain and obtain sacred vessels and all liturgical supplies.
8. To maintain and obtain all vestments and altar servers albs.
9. To work with the janitor and properties chairperson, to maintain all liturgical furnishings.
10. Shall keep an updated inventory as explained in the General Bylaws.



### **Religious Education Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - a) Rite of Christian Initiation for Adults (R.C.I.A.)
  - b) Baptism
  - c) Parish Education Programs
  - d) Parish Based Religious Programs
2. The main objective of the Religious Education Committee is to provide all parish members and inquirers with an opportunity to further their knowledge of the Roman Catholic Faith.
3. The committee in conjunction with the Pastor is to assist parishioners in the development of their spiritual life through educational programs.
4. To promote and coordinate the sacramental life of the parish through retreats, education programs, R.C.I.A., inquiry classes, family life education, guest speakers, Baptismal preparation for parents, marriage preparation, parish based religion program, assistance with First Communion, First Reconciliation, Confirmation, and any other programs.
5. Shall review and evaluate past events.
6. Shall keep updated inventory as explained in the General Bylaws.

### **Social Justice Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - a) Canadian Catholic Organization for the Development and Peace (CCODP)
  - b) Parish food hampers
2. The primary objective of this committee is to enable our parish to come to understand the relationship between Jesus Christ and his teaching in the political, economic, and social realities of our day. To be able to build our community into one where His love and His justice can prevail.
3. The committee must work very closely with the Pastor and with those groups within our community and Archdiocese who study the issues of social justice.
4. To promote education on the work of the Canadian Catholic Organization for the Development and Peace, and to promote and administer the project during Lent.
5. To be responsible for collecting and distributing charity money and goods, with the approval of the pastor and council.

### **Properties Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities.
2. This committee in conjunction with the Pastor is responsible for the maintenance and operational care of the Church, the Rectory, the Hall, the grounds and the equipment belonging to St. Gerard's Parish.
3. Shall be a member of the Finance Committee.
4. Study and update of insurance coverage on all properties.
5. Keep a current inventory of all parish fixed and movable properties as explained in the General Bylaws.
6. Be responsible for security measures of the entire plant.
7. Be responsible for any construction, renovation or additions to the parish physical plant.
8. Shall obtain bids for major repairs for approval by council.
9. Tend to the seasonal plantings and monitor the maintenance of shrubs, lawns, flowers, and ensure that the outdoor Christmas decorations are installed.
10. Monitor the duties of the janitor for all Church and Rectory properties and monitor the janitor with the hall manager for the proper care of the Hall.

### **Community Life Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - b) Welcome Ministry
  - c) Transportation
  - d) Newcomers Social
  - e) Funeral Lunches
2. To set up a "Welcome Ministry Team" for new parishioners and provide an information kit stating Mass times, Parish functions, Ministries, Parish Council, information on organizations as: C.W.L., K. of C., Choirs, Youth Groups, Seniors Groups, Catholic Schools, etc.
3. To set up a program to provide rides to Mass and parish functions for seniors and other parishioners in need of this service.
4. To organize newcomer socials.
5. In cooperation with the Pastor, Hall Manager, and team captains to make decisions on how best to serve funeral lunches for our bereaved families.

### **Public Relations Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - a) Photography
  - b) Scrapbook
  - c) Media
  - d) History Records
  - e) Newsletters
2. This committee is to work closely with the Pastor. It is responsible for developing, maintaining and promoting favorable relations with parishioners, other parishes, churches, and the public.
3. Keep parishioners informed by means of newsletters and ensure the distribution of them.
4. To promote St. Gerard's ideas and ideals through the media.
5. To arrange for photos and/or videos to be taken at parish functions.
6. To keep and update photo albums and scrapbooks.
7. To keep parish history up to date.

### **Family and Social Committee**

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This Committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - a) Sacramental Socials
  - b) Coffee after Mass
  - c) Christmas Social
  - d) Other Parish Social Activities
2. The responsibility of this committee is to promote Christian growth amongst our parish families and develop a sense of belonging to this larger family called St. Gerard's.
3. To offer our families opportunities to get acquainted with one another.
4. To work closely with the hall manager to organize and carry out all parish social activities.
5. To organize and host the social functions associated with the Sacraments and Sacramental preparation.
6. To coordinate coffee/lunch after Sunday Masses and for other occasions.
7. To keep records on number of people, food used, help needed, etc. of all social functions.

### Youth Committee

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees:
  - a) Chairperson (member of council)
  - b) Spiritual
  - c) Communication
  - d) Transportation
  - e) Food
2. This committee is responsible for fostering and coordinating the activities of the youth of the parish for grades seven (7) to twelve (12).
3. To provide a forum in which the young adults and youth of our parish may take their rightful part in the administration and direction of St. Gerard's.
4. To be the facilitators through which our youth clubs can function as organizations within the bounds of our parish.
5. To promote and encourage youth participation in the full life of the parish.
6. To encourage youth to take their rightful place in the Liturgical Ministries.

### Hall Committee

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities as in the following sub-committees.
  - a) Hall Properties
  - b) Finance
  - c) Catering
  - d) Personnel
2. The parish hall is a vital extension of St. Gerard's Parish. It is to be used for the purpose of promoting and fostering community life.
3. The hall manager and the hall committee shall work in conjunction with the pastor and the parish council.
4. The committee chairperson shall be a member of the finance committee.
5. Shall determine the rental fees.
6. Shall approve operational regulations.
7. Shall ensure that financial records are kept in accordance with the business procedures as used by the parish.
8. Oversee the maintenance and repair of the plant in cooperation with the properties committee.
9. Monitor the performance of the hall manager.
10. To ensure that the hall manager supervises the janitors in the performance of their duties and the cleaning and maintenance of the hall, kitchen, hallways, and bathrooms.
11. Shall provide a separate financial statement in detail for the Annual Report and Annual Meeting.

### Stewardship Committee

**Note:** Refer to the General Bylaws of Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities.
2. 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.

### Ecumenical Committee

**Note:** Refer to the General Bylaws and Standing Committees and the following:

1. This committee shall consist of a minimum of four (4) people with designated responsibilities.
2. This committee, in consultation with the Pastor, is encouraged to assist the parish in fostering healthy ecumenical relations with other Christian communities in Yorkton.
3. Each year, the ecumenical representative should:
  - i) assist in co-ordinating a Week of Prayer for Christian Unity celebration and invite parishioners to partake in the prayer service (usually early part of January)
  - ii) make known and encourage World Day of Prayer (the first Friday of March)
  - iii) if possible, attend the annual Archdiocesan Ecumenical Workshop.
4. Parish ecumenical representatives can call upon the Archdiocese Ecumenical Commission
  - i) to provide resources to carry out their work
  - ii) access information on the Archdiocesan website
  - iii) [www.weekofprayer.ca](http://www.weekofprayer.ca) and [www.vatican.va](http://www.vatican.va)

**BYLAWS APPROVED**

Date \_\_\_\_\_

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Parish Council Chairperson

\_\_\_\_\_  
Parish Council Secretary

\_\_\_\_\_  
Parish Council Finance Chairperson