

ST. GABRIEL'S PARISH (CONSTANCE BAY)

PASTORAL and FINANCIAL COUNCIL

CONSTITUTION



COUNCIL MISSION STATEMENT

To exercise leadership and stewardship in the administration of all the activities of the Parish, thereby assisting and advising the Parish Priest in his principle role as spiritual and administrative leader of our parish community.

CONSTITUTION

ST. GABRIEL'S ROMAN CATHOLIC CHURCH (Constance Bay, Ontario)

TABLE OF CONTENTS

<u>ARTICLE 1</u>	-	Names of Parish Councils	2
<u>ARTICLE 2</u>	-	Purpose of Parish Councils	2
<u>ARTICLE 3</u>	-	Objectives of the Parish Councils	2
<u>ARTICLE 4</u>	-	Eligibility for Membership.	3
<u>ARTICLE 5</u>	-	Parish Pastoral Council (PPC)	3
		5.1 Election Process.	3
		5.2 Terms of Office	4
		5.3 Composition of PPC	5
		5.4 Specific Roles within PPC.	5
		5.5 PPC Committees	6
		5.6 Authority	7
<u>ARTICLE 6</u>	-	Parish Financial Council (PFC).	7
		6.1 Election Process.	7
		6.2 Terms of Office	7
		6.3 Composition of PFC	8
		6.4 Specific Roles within PFC.	9
		6.5 PFC Committees	9
		6.6 Procurations.	10
		6.7 Residual Matters	10
		6.8 Bank Accounts and Procurations.	10
		6.9 Budgets	10
		6.10 Contracts.	10
		6.11 Extraordinary (Special) Expenditures.	10
		6.12 Financial Reports	10
<u>ARTICLE 7</u>	-	Meetings	11
		7.1 Parish Pastoral Council Meetings.	11
		7.2 Parish Financial Council Meetings.	11
		7.3 Parish Assembly Meetings	11
<u>ARTICLE 8</u>	-	Constitution Amendments.	12
<u>APPENDICES</u>	-	13

C O N S T I T U T I O N

OF THE COUNCILS OF ST. GABRIEL'S PARISH

In conformity with the Vatican Council II declaration that the laity have an active part to play in the life of the Church, it is resolved that our Constitution be as follows:

ARTICLE 1

Names of Parish Councils.

1.1

These associations of the Parish Priest and lay members of St. Gabriel's Parish shall be known as the Parish Pastoral Council of St. Gabriel's, and the Parish Financial Council of St. Gabriel's hereinafter called the "Pastoral Council"(PPC) and "Financial Council"(PFC).

Parish Assembly Mission Statement

We are the people called to witness to our faith by coming together in worship and live the gospel message in loving service to one another and to the community at large.

ARTICLE 2

Purpose of Parish Councils

2.1

The objectives of these Councils are:

- a) proclaiming the Gospel, carrying forth the Good News
- b) building up a caring, christian community
- c) acting as the representative of all members of the parish community
- d) working for a spiritual renewal of all members of the parish community by a concern for, and attention to, the quality of the liturgical services and education programs
- e) discerning the needs, spiritual and temporal, of the parish community and organizing and planning the structures required to fulfill these needs
- f) working for a just society with other churches and organizations in the neighborhood and in the wider community

ARTICLE 3

Objectives of the Parish Councils

3.1

The objectives of these Councils are:

- a) to promote by its leadership and enthusiasm the spiritual and temporal well-being of the parishioners.
- b) To encourage the active participation of all members of the parish in the growth of the Church in a spirit of mutual trust and co-operation.

ARTICLE 4

Eligibility for PPC and PFC Membership

- 4.1** The priest officially assigned to the parish is automatically ex-officio member of the PPC.
- 4.2** Membership shall be limited to fully initiated Roman Catholics over the age of 18 and are registered and active members in the stewardship of St. Gabriel's Parish.
- 4.3** Councils are composed of members of Christ's faithful who are in full communion with the Catholic Church. Only those members of Christ's faithful who are outstanding in firm faith, high moral standards and prudence are to be assigned to the Pastoral Council.(see Cannon Law Chapter V – The Pastoral Council.)
- 4.4** Membership on Pastoral Council shall be limited to no more than one member per family serving at the same time.
- 4.5** Membership on Finance Council shall be limited to no more than one member per family serving at the same time.
- 4.6** Exception: A youth parishioner (age 16 to 18) may be representative on a youth committee and have 1 vote on the Pastoral Council.

ARTICLE 5

Parish Pastoral Council (PPC)

5.1

Election Process

- 5.1.1 The second week of September, notice of the impending election is to be made to the parishioners and especially the members of each council and committee.
- 5.1.2 A nomination committee will be appointed by the PPC at least 7 weeks prior to the date of the election. This committee will include the Parish Priest, a current member of the PPC and two (2) parishioners who are not candidates for the PPC.
- 5.1.3 The committee members must be approved by a two-thirds majority of the PPC.
- 5.1.4 The nomination committee will advise candidates who do not meet the qualifications stated in Article 4 of the constitution.
- 5.1.5 The nomination committee will also:
 - a) establish procedures for the nominations of candidates
 - b) advise nominees and obtain their consent
 - c) ensure that notice of elections, and names of the final slate of candidates is publicized well in advance of the election
 - d) decide on all electoral procedures and monitor the election process
 - e) see that the names of successful candidates are published in the parish bulletin and announced from the pulpit

- f) The nominating committee shall be dissolved following its report of the election results to the Parish Assembly.

5.2

Terms of Office

- 5.2.1 The elected members of pastoral council shall hold office for a two (2) year term. At the completion of this term, an extension may be granted for a maximum of one (1) year. They retain their office even if the Parish Priest changes in the interim. It is preferable, for the sake of continuity, that terms be staggered. In this way, there will be a regular rotation, but without a complete turnover of members.
- 5.2.2 At the completion of their term of office, elected members must remove themselves from candidacy for a period of 1 calendar year before seeking another term on the councils.
- 5.2.3 A member shall cease to be a member of the council:
 - a) by tendering his/her resignation in writing to the Council Chair
 - b) has unexcused absences from three (3) consecutive meetings
 - c) is no longer a parishioner of the parish under Article 4
 - d) failure to fulfill the duties and responsibilities of a council member which will be determined by a two- thirds vote of the Pastoral Council
- 5.2.4 When an ordinary member vacancy occurs, the council shall appoint a replacement from the eligible parishioners (Article 4) to fill the unexpired portion of the mandate.
- 5.2.5 Vacancies for elected officers shall be filled as follows:
 - a) Chair - The Vice Chair shall assume all duties and responsibilities.
 - b) Vice Chair/Secretary – shall be appointed by the voting members of the Pastoral Council.
- 5.2.6 All members of the council shall serve gratuitously.
- 5.2.7 No member of the council or a committee of the council shall participate in the consideration of a contract with the parish involving a pecuniary reward to himself, directly or indirectly.

5.3

Composition of PPC

The PPC is not meant to be a co-coordinating body of parish organizations; however, representatives of major parish organizations may be given membership on the PPC.

The Pastoral Council membership shall include:

- 5.3.1 The Parish Priest officially assigned to the parish is automatically an ex-officio member of the council
- 5.3.2 Six (6) ordinary members: a chairperson, a vice-chair, a secretary, and three (3) members at large elected by the parishioners or appointed by the council under Article 5.2.4.
- 5.3.3 A representative from the Financial Council (with no voting privilege at the pastoral meetings).

5.4

Specific Roles Within PPC

5.4.1 President

This responsibility falls upon the Parish Priest or upon that person mandated by the Archbishop to provide pastoral care for the parish. A PPC cannot function properly without the full support, encouragement and guidance of its president. The Parish Priest shall be an ex-officio member of every standing or special committee established by the council.

5.4.2 Chairperson

This role must be filled by one of the elected members as chosen by the full PPC. As this role is key to the successful functioning of the PPC meetings, appointment of same should not be made without careful deliberations and discernment of the motivations and skills of potential candidates. Chair is an ex-officio member of every standing or special committee established by the council.

The Chairperson is responsible for:

- Preparing meeting agenda in consultation with the Parish Priest and other members of the PPC executive
- Chairing all meetings (see Article 7 Meetings)
- Assisting the Parish Priest in providing leadership, support and encouragement to other members of the PPC and especially to chairpersons of standing committees
- Ensuring that the spirit and intent of the parish constitution and diocesan guidelines are adhered to, in collaboration with the Parish Priest
- Participating in regional and diocesan meetings for the PPCs

5.4.3 Vice Chairperson

The Vice-Chairperson assists the Chairperson with the PPC duties and temporarily assumes these duties when the chairperson is absent.

5.4.4 Secretary

The Secretary attends to the physical arrangement for meetings of the PPC; keeps minutes of all meetings of the PPC and the Parish

Assembly; arranges for or conducts all necessary correspondence; assists in the preparation of meeting agenda, and assumes any other duties the PPC may assign.

5.4.5 Other Roles

The PPC may determine other roles for its members such as the chairing of special committees or acting as the liaison person between the PPC and the standing committees.

5.4.6 Terms of Office for Members of Council Executive

It is recommended that the terms of office of Chairperson, Vice-Chairperson, and Secretary be for two (2) years, thereby giving the opportunity to both old and new members of the PPC to participate in the selection of their executive officers.

5.5

PPC Committees

5.5.1 The PPC will, establish, coordinate and evaluate committees in accordance with the needs of the parish.

The following standing committees will be implemented:

Specific roles of each committee are outlined in the Appendices to Annex A which form part of this constitution.

- Liturgy (Worship) Committee
- Christian Education Committee
- Social Action Committee
- Parish and Community Life Committee
- Cemetery Committee

5.5.2 Other standing committees or temporary ad hoc committees may be formed as the need arises.

5.5.3 Each committee will be comprised of a chairperson and a minimum of two (2) other eligible parishioners. (see Article 4) The chairperson of each standing committee will be appointed by the PPC after consultation with the committee members.

5.5.4 The Parish Priest and Chairperson are ex-officio members of all committees.

5.5.5 The chairpersons of standing committees, i.e. Liturgy, Education, Social Action, Parish and Community Life and Cemetery, should not be members of the PPC. The PPC may name a member of the PPC to act as the liaison between each committee and the PPC.

5.5.6 Each committee is expected to formulate its own plans and objectives through its liaison with the council, bearing in mind the goals and objectives of the council.

5.5.7 Committee chairpersons shall hold a fixed term of office not exceeding two (2) years. The PPC may grant an extension for a maximum term of one (1) year.

5.6

Authority

- 5.6.1 The councils shall have authority where delegated by the Parish Priest in matters of parish administration, including spiritual and temporal matters.
- 5.6.2 The Parish Priest shall have veto power over decisions of the council. The council may, by two-thirds vote, have recourse to the Archbishop on those matters vetoed by the Parish Priest.
- 5.6.3 The councils may make by-laws with respect to procedures for the effective management of the activities of the Parish Assembly, the council and committees thereof.

ARTICLE 6

6.1

Parish Financial Council (PFC)

Election Process

- 6.1.1 The second week of September, notice of the impending election is to be made to the parishioners and especially the members of each council and committee.
- 6.1.2 A nomination committee will be appointed by the PFC at least seven (7) weeks prior to the date of the election. This committee will include the Parish Priest, a current member of the PFC and two (2) parishioners who are not candidates for the PFC.
- 6.1.3 The committee members must be approved by a two-thirds majority of the PFC.
- 6.1.4 The nomination committee will advise candidates who do not meet the qualifications stated in Article 4 of the constitution.
- 6.1.5 The nomination committee will also:
 - a) establish procedures for the nominations of candidates
 - b) advise nominees and obtain their consent
 - c) ensure that notice of elections, and names of the final slate of candidates is publicized well in advance of the election
 - d) decide on all electoral procedures and monitor the election process
 - e) see that the names of successful candidates are published in the parish bulletin and announced from the pulpit

6.2

Terms of Office

- 6.2.1 Members are elected for one (1) three (3) year term. At the completion of this term, an extension may be granted for a maximum of one (1) year. They retain their office even if the Parish Priest changes in the interim. It is preferable, for sake of continuity, that terms be staggered. In this way, there will be a regular rotation, but without a complete turnover of members.

- 6.2.2 At the completion of their term of office, elected members must remove themselves from candidacy for a period of one (1) calendar year before seeking another term on the councils.
- 6.2.3 A member shall cease to be a member of the council:
 - a) by tendering their resignation in writing to the Council Chair
 - b) has unexcused absences from three (3) consecutive meetings
 - c) is no longer a parishioner of the parish under Article 4
 - d) failure to fulfill the duties and responsibilities of a council member which will be determined by a two-thirds vote of the Financial Council
- 6.2.4 When an ordinary member vacancy occurs, the council shall appoint a replacement from the eligible parishioners (Article 4) to fill the unexpired portion of the mandate.
- 6.2.5 A member of the PFC may be removed from the council for cause, by a majority vote of the other members of the council, after prior consultation with the Episcopal Vicar for Administration. Recourse against this decision may be made to the Archbishop or his delegate.
- 6.2.6 Vacancies for elected officers shall be filled as follows:
 - a) Chair – The Vice Chair shall assume all duties and responsibilities
 - b) Vice Chair/Secretary – shall be appointed by the voting members of the Financial Council
- 6.2.7 All members of the council shall serve gratuitously.
- 6.2.8 No member of the council or a committee of the council shall participate in the consideration of a contract with the parish involving a pecuniary reward to himself/herself, directly or indirectly.

6.3

Composition of PFC

- 6.3.1 The PFC membership is composed of the Parish Priest and four (4) members, elected by eligible parishioners (Article 4) or appointed by the PFC under Article 6.2.4 one of whom is selected as chairperson and another as vice-chairperson. A secretary is selected who could also be the vice chairperson.
- 6.3.2 A representative from the PPC (with no voting privilege at the financial meetings).

6.4

Specific Roles Within PFC

- 6.4.1 The chairperson, with the secretary and after consultation with the Parish Priest, shall prepare the order of business; other duties of the chairperson include chairing the meetings, and reporting to the parishioners on the financial situation of the parish.
- 6.4.2 The Vice-Chairperson assists the Chairperson with the PFC duties and temporarily assumes these duties when the chairperson is absent.
- 6.4.3 The Secretary calls the meetings, prepares the order of business with the Chairperson, attends to the bookkeeping and keeps a record of the proceedings of the meetings.
- 6.4.4 The other members are available for those particular duties within their sphere of competence as are entrusted to them by the council.
- 6.4.5 The Treasurer, while not a member of PFC, shall prepare and submit to PFC a statement of account and reconciliation prior to each scheduled meeting of the PFC. The Treasurer will also submit any documents and/or information regarding any financial affairs of the parish to the PFC upon request.
As required, the Treasurer may be invited by the Chairperson of PFC to attend portions or all of a PFC meeting.

6.5

PFC Committees

- 6.5.1 The PFC will establish, coordinate and evaluate committees in accordance with the needs of the parish.
The following standing committees are recommended:
 - Building Committee
 - Fundraising Committee
 - Maintenance/Operations Committee
 - Long Term Projects Committee
- 6.5.2 Other standing committees or temporary ad hoc committees may be formed as the need arises.
- 6.5.3 Each committee will be comprised of a chairperson and a minimum of two (2) other eligible parishioners (see Article 4). The Chairperson of each standing committee will be appointed by the PFC after consultation with the committee members.
- 6.5.4 The Parish Priest and Chairperson are ex-officio members of all committees.
- 6.5.5 The Chairpersons of standing committees, i.e. Building, Fundraising, Maintenance/Operations and Long Term Projects

should not be members of the PFC. The PFC may name a member of the PFC to act as the liaison between each committee and the PFC.

- 6.5.6 Each Committee is expected to formulate its own plans and objectives through its liaison with the council, bearing in mind the goals and objectives of the council.
- 6.5.7 A fixed term of office not exceeding two (2) years is established for all committee chairpersons. The PFC may reappoint for an additional term of one (1) year.
- 6.5.8 No member or chairperson shall participate in the consideration of a contract with the parish involving a pecuniary reward to himself, directly or indirectly.

6.6

Procurations

- 6.6.1 The procurement for the signing of cheques can be issued only by the Episcopal Vicar for Administration and is issued to the Parish Priest. The PFC chair shall be the co-signer on each and every cheque and bank account held by St. Gabriel's Parish. Only with the approval of PFC may an alternative co-signer be designated for any or all of St. Gabriel's Parish cheques and bank accounts. However, the Parish Priest signature must appear on every cheque issued by the parish.

6.7

Residual Matters (Appendix A) p.13

See Archdiocesan Manual Article X. (page 29)

6.8

Bank Accounts and Procurement (Appendix B) p.14

See Archdiocesan Manual Policy #3 (page 41)

6.9

Budgets (Appendix C) p.16

See Archdiocesan Manual Policy # 5 (page 45)

6.10

Contracts (Appendix D) p.18

See Archdiocesan Manual Policy # 10 (page 57)

6.11

Extraordinary (Special) Expenditures (Appendix E) p.20

See Archdiocesan Manual Policy # 17 (page 70)

6.12

Financial Reports

See Archdiocesan Manual Policy # 18 (page 72)

ARTICLE 7

Meetings

7.1

Parish Pastoral Council Meetings

- 7.1.1 Regular meetings of the PPC will be held on a pre-determined day of each month.
- 7.1.2 Any member of the parish may attend a meeting of the PPC. Parishioners wishing to address the council may do so by contacting the Chair one week in advance of the meeting. However, the parish members do not have the right to make a motion or second a motion or to vote on council.
- 7.1.3 For purposes of a council meeting, a quorum shall be constituted when not less than three (3) members are in attendance.
- 7.1.4 With the consent of the chair, other persons may be invited to address the meeting.

7.2

Parish Financial Council Meetings

- 7.2.1 The PFC shall meet regularly, and if need be, hold special meetings.
- 7.2.2 It shall meet at least every three (3) months to review its activities to date and establish its priorities or adjust its estimates for the following trimester.
- 7.2.3 The absolute majority of the members of the council shall constitute a quorum for meetings. The Chairperson has a casting vote in the case of a tie. Normally, the Parish Priest does not vote, as he receives the advice.
- 7.2.4 With the consent of the Chairperson, other persons may be invited to attend portions or all of a meeting of the PFC.

7.3

Parish Assembly Meetings

- 7.3.1 The Parish Assembly will be invited to a general meeting. The Parish Priest as the president, will address the assembly. The PPC Chairperson will chair the meeting.
- 7.3.2 Notice of a parish meeting and the agenda shall be published in the parish bulletin and posted at the church entrance at least one week prior to the date of the meeting.
- 7.3.3 The parish meetings shall be governed by Bourinot's Rules of Order insofar as such rules are not considered in conflict with the Archdiocese rules.

- 7.3.4 The parish members shall meet twice each year – the Assembly Meeting on or before the end of January and the General Meeting on or before September 15 for the purpose of:
- a) reporting the results of the election of the councils at the General Meeting
 - b) reporting an up to date financial statement at the General Meeting
 - c) receiving the annual report of the councils at the Annual Meeting
 - d) receiving the annual financial report from the PFC at the Annual Meeting
 - e) reviewing major policys and plans for the administration of the parish as placed before it by the councils at both meetings.
- 7.3.5 Other meetings of the Parish Assembly will be convened by the PPC Chairperson on a majority vote of the Council, or within fourteen (14) days of the receipt by the Chair of a request in writing, signed by the Parish Priest, or by at least three (3) parishioners, setting forth reasons for the request.

ARTICLE 8

Constitutional Amendments

- 8.1** Amendments to this Constitution shall be approved by a two-thirds majority vote of all persons eligible under Article 4 present and voting at a general meeting of the Parish Assembly.
- 8.2** Proposed amendments to this Constitution shall be published in the parish bulletin and/or posted at the church entrance at least seven (7) days in advance of the meeting of the Parish Assembly at which the amendment is to be considered and voted upon.
- 8.3** Amendments shall be submitted to the Archdiocesan office for information and approval.

END

Appendix A

Article X

RESIDUAL MATTERS

35. The members of the parish finance council must at all times act with discretion.
36. The functions exercised by the members of the parish finance council are to be gratuitous. No paid employee, or the member of an employee's immediate family may be a member.
37. In exercising their functions, the members of the parish finance council are expected to work in close cooperation with the parish pastoral council.
38. Upon assuming membership in the finance council, each member should have access to a copy of the Archdiocesan Manual for Temporal Administration. There is no need for each member to have a complete copy. Copies of sections may be made as needed.
39. These statutes may be revised only by the Archbishop of Ottawa. In case of doubt, their interpretation is reserved to the Archbishop or his delegate.

Appendix B

POLICY NO. 3

BANK ACCOUNTS AND PROCURATIONS

1. Term definitions

A procuration is understood as a written authorization on the part of the Roman Catholic Episcopal Corporation of Ottawa (RCECO) to open a bank account in the name of the Corporation, for a parish or a designated diocesan work. It is usually signed by the Episcopal Vicar for Administration under the seal of the Archdiocese.

By bank account is understood a current or savings account held in a bank (or, by exception, in some other financial institution) in the name of the RCECO in trust for a parish or specific work.

2. Intent of the directive

The name of the RCECO cannot be used without official authorization.

Likewise, it is important to make certain that temporal goods held in the name of the RCECO are duly registered in accounts that are clearly identified and identifiable. For this reason, they must be listed on the annual financial statement and on the procuration.

3. Policy

- a. All administrators of ecclesiastical goods held in the name of the RCECO must obtain from the Episcopal Vicar for Administration the written procuration necessary to make bank transactions
- b. This procuration is required to open any bank account and to carry out financial transactions with any bank on behalf of the RCECO at the specific parish to which the administrator has been assigned.
- c. The procuration is usually granted to the parish priest or to the administrator. However, after consultation with the parish priest or administrator, a procuration could also be granted to the chairperson of the parish finance council who would then be authorized to co-sign cheques on behalf of the parish, in conjunction with the parish priest or administrator.

d. Unless otherwise specified, this procurement applies only to the opening and operation of bank accounts and cannot be used to take out bank loans on behalf of the parish (or work) in the name of the RCECO at any location.

e. Each bank account must be identified as follows:

Roman Catholic Episcopal Corporation of Ottawa
N.N. Parish (or cemetery...).

f. Separate bank accounts must be kept for

- the general administration of the parish (or work)
- stipends for Masses not yet celebrated
- funds held in trust for a specific purpose

g. Limitations on deposits

Generally speaking, monies deposited in the bank account for the general administration of the parish (or work) are not to exceed 20% the total accumulated surplus. All surplus funds should be deposited in the Diocesan Loan Fund for Parishes.

4. *Exceptions*

Any exception to this policy requires the explicit written intervention of the diocesan administration.

5. *Effective date*

This policy is in effect immediately.

- - - - -

Appendix C

POLICY NO. 5

BUDGETS

1. Term definitions

For the purposes of this policy, a budget is a provision of revenues and expenditures covering the fiscal year.

2. Intent of the directive

To provide for the orderly administration of temporal goods belonging to a parish, a work, or to the diocese itself.

3. Policy

- a. Each parish, work, and other units functioning with their own accounting shall prepare an annual budget covering revenues and proposed expenditures, as well as investments and other sources of income.
- b. Sample forms for such budgets can be obtained from the office of the Supervisor of Accounting and Office Services.
- c. This budget, once duly prepared and approved by the parish priest (with the Finance Council), or by the person in charge of a work, shall be forwarded to the Episcopal Vicar for Administration
- d. The Archdiocese of Ottawa does not allow for operational deficit funding, except in the case of major capital expenditures that have been duly authorized.
- e. The annual budget shall be prepared at least two months before the beginning of the fiscal year.
- f. Budgets for the diocese itself, shall be examined and approved by the Archdiocesan Finance Council in accordance with the terms of canon 493.
- g. No extraordinary expenses foreseen on the budget can be undertaken before approval of the budget has been received from the diocesan administration.

- h. If necessary, the Episcopal Vicar for Administration shall meet with the parish priest and the parish Finance Council (or with those in charge of a given work) to examine certain details of the budget before it is submitted for definitive approval.
- i. Unless specifically authorized, sums of money authorized for expenditure during the financial year cannot be held over for another year and accumulated with funds foreseen in the subsequent budget.

4. Exceptions

Any exception to this policy is reserved to the Regional Consultor.

5. Effective date

This policy is effective immediately.

- - - - -

Appendix D

POLICY NO.- 10

CONTRACTS

1. Term definitions

A contract is a legal agreement regarding a mutually agreed upon matter. In the present policy, contracts for employment are not covered since they are the object of a separate policy. This policy does not apply to regular service contracts (i.e. snow removal, church cleaning, etc.) which may be signed at the parish level.

2. Intent of the directive

To ensure that the RCECO is duly protected when it comes to matters that have been agreed upon by its representatives.

To ensure that the detailed regulations issued by the Canadian Conference of Bishops, in its decree No. 16, regarding the renting or leasing of ecclesiastical property in Canada, are observed in the Archdiocese of Ottawa.

3. Policy

- a. Any question of a legal order must, without exception, be directed to the Episcopal Vicar for Administration who shall seek the appropriate legal advice. Parishes shall obtain legal advice from the diocesan lawyer, at their expense.
- b. No contract shall be entered into or signed on behalf of the RCECO without a special procuration to this effect.
- c. No contract for the purchase, sale or expropriation of land and buildings may be entered into without the intervention of diocesan authorities (such actions are also subject to the norms regarding extraordinary administration).
- d. Agreements relating to the use of land (for instance, easements, rights of way, erection of permanent installations) require the prior intervention of diocesan authorities.

- e. Agreements relating to repairs, renovations or substantial changes in existing buildings are subject to the policy on extraordinary expenditures.
- f. The leasing of buildings or land is subject to the regulations approved by the CCCB in Decree No. 16 (appended to this policy).
- g. Loans taken out on behalf of a parish or work require the prior intervention of diocesan authorities.
- h. The Episcopal Vicar for Administration must be informed as soon as a parish is notified that it may receive a bequest. Only the diocesan authorities can grant permission to accept bequests. This is particularly important if conditions are attached to the will. All correspondence and a copy of the will should be submitted to the Episcopal Vicar for Administration's office.
- i. Special permission of the Ordinary is required to enter into a court suit on behalf of the RCECO or one of its parts, or to respond to a suit in the name of the RCECO or one of its parts (canon 1288).

4. Exceptions

Any exception to this policy requires the explicit written intervention of the Episcopal Vicar for Administration.

5. Effective date

This policy is in effect immediately.

- - - - -

Appendix E

POLICY NO. 17

EXTRAORDINARY (SPECIAL) EXPENDITURES

1. Term definitions

Extraordinary expenditures are those which are not foreseen in the approved budgets, or which concern certain categories of acts, as listed below.

2. Intent of the directive

The Canadian Conference of the Catholic Bishops, in its Decree No. 9, as amended March 20, 1992 and reviewed by the Holy See (see CCCB, Official Documents, 536-1) has determined that certain acts are to be considered acts of extraordinary administration and thus, in virtue of canon 1277, require special permission before they can be carried out.

Among such acts are expenditures beyond \$175,000 (indexed to January 1, 1993) at the diocesan level, the acceptance or refusal of an inheritance or gift to which long-term conditions are attached, the establishment of a cemetery, court action, the purchasing of immoveable goods.

3. Policy

a. In the Archdiocese of Ottawa, in addition to the points listed in Decree No. 9 of the CCCB, the following are considered to be acts of extraordinary administration:

- constructions, renovations, major or ordinary repairs to buildings or land;
- purchase of furniture, machinery or major equipment.

b. For parishes and works, in the case of an extraordinary (special) expense of \$10,000 or less, the parish (work) may carry out this act provided it has the necessary funds on hand.

The project is to be studied beforehand by the Parish Priest (Administrator) and the parish finance council.

However, regardless of the amount of the expense, if a loan is to be made, if the structure of a building is to be altered, or if the interior of a building is to be renovated, the Episcopal Vicar for Administration must be consulted beforehand.

- c. For parishes and works, if the projected expense exceeds \$10,000, the approval of the Archbishop is required following its presentation to the College of Consultors.

The project is to be studied first by the parish priest (administrator) and the parish finance council. A minimum of three (3) tenders is required.

The request for approval must indicate clearly whether the parish has the necessary funds or if a loan will be requested, and must also indicate which tender is recommended by the parish finance council.

- d. Any request to sell buildings is governed by the policy on the alienation of temporal goods.
- e. The parish must provide copies of a will and the related correspondence to the Episcopal Vicar for Administration for approval, prior to accepting a legacy or an inheritance.

4. Exceptions

Any exception to this policy requires the explicit written intervention of the Archbishop of Ottawa or his delegate.

5. Effective date

This policy is in effect immediately.

- - - - -