

# CHRIST THE KING PASTORAL COUNCIL ORIENTATION

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## **MEMBERSHIP**

### **Pastoral staff**

Pastor -----	4
Associate Pastor -----	4
Pastoral Assistant -----	4
Parish Secretary -----	5

### **Elected members**

Chair -----	6
Vice-chair -----	8
Executive Committee -----	10
Liturgy Committee Chair -----	11
Spiritual Education Committee Chair -----	13
Communications Committee Chair -----	14
Social Justice Committee Chair -----	16
Social Functions Committee Chair -----	17
Ecumenism Committee Chair -----	18
Youth Group Chair -----	19
Finance Committee Chair -----	20
Buildings and Grounds Subcommittee -----	22
Hall Subcommittee -----	23

### **Appointments**

PC Secretary -----	9
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### **Representatives**

Deanery -----	24
Catholic Women's League ,president -----	25
Knights of Columbus, Grand Knight -----	27

## **CHRIST THE KING PASTORAL COUNCIL**

Responsible for the overall pastoral development of the parish community, the Council provides counsel, advice and leadership to foster pastoral action in the parish.

To study, identify and reflect the needs, ideas and hopes of parishioners.

To formulate and implement parish policies, programs and plans.

To evaluate the effectiveness of existing programs and services.

To represent the laity in providing counsel and advice to the parish priest in the area of pastoral activity.

To establish goals and objectives for the parish and priorities for their implementation.

To design the structures, processes and procedures by which the pastoral work of the parish is to be accomplished.

To promote meaningful dialog and decision-making among the pastor, religious and laity in fulfilling the mission of the church.

To co-ordinate parish pastoral council activities with the initiatives of the deanery and archdiocesan pastoral councils.

## **Pastoral Team:**

### **PASTOR**

#### **General purpose**

While he normally does not chair the meeting, the pastor presides at all pastoral council meetings and actively listens to the council's deliberations.

#### **Duties and responsibilities**

May assist the council in developing a consensus around a particular issue by sharing information, providing his own perspectives or identifying common elements or areas of agreement that seem present in the council's discussion.

Sets the context for the council's discussion by sharing Church teaching and/or setting the parameters for acceptable alternatives.

The pastor is the convener of the executive committee and is ultimately responsible for assuring the council's effective operation.

Is an ex officio member of all pastoral council committees.

As minister of governance in the parish, is the final authorizer of any course of action.

### **ASSOCIATE PASTOR**

#### **General purpose**

Serves as advisor and resource person.

### **PASTORAL ASSISTANT**

#### **General purpose**

Serves as a liaison between various Pastoral Council committees and the parish pastoral team.

Serves as a ministerial resource person for the Pastoral Council and its various committees and subcommittees.

**Adopted 15 February 2005**

## **PARISH SECRETARY**

### **General purpose**

Provides support services and information to parish committees.

### **Specifics:**

Receives mail and faxes, and notifies chair of messages pertinent to committee.

Will instruct on how to use equipment, i.e. photocopier. Phone ahead to confirm a good time to do photocopying. N.B. Each committee has its own code for photocopier use. Use this code each time you make copies.

Mailing (time permitting and only after consulting with administration). If mailing is needed, give secretary adequate notice. Check with her workload. Secretary will not stuff envelopes or collate any photocopies or mail-outs.

Can provide names and addresses of parishioners. Will not provide unlisted phone numbers.

Can fax notices to surrounding parishes and churches of other denominations, all parishes within the archdiocese. (check with her schedule.)

### **Book meeting rooms and kitchen:**

Rooms are booked on first come, first served basis, as approved by the Hall committee.

When booking any of the facilities, fill out a hall application form.

You will need to pick up and return building keys if yours is the only group using building in off hours. Committee Chairs must learn how to lock up facilities.

### **Putting notices in the bulletin:**

Submit brief text as early as possible, no later than Wednesday noon of the week the bulletin goes out. Chairs are responsible for their own proofreading. Submit by email as an attachment, fax, or hard copy. If sending an attachment put into one of the following formats: “.rtf”, “.txt” or “.wpd”. We use Corel Word Perfect 7.0. MS WORD Document can often be opened but all formatting will be lost. Formatting and editing is left to the secretary’s discretion.

Parish Secretary is not responsible for ensuring that yearly or monthly committee announcements are included in the bulletin. This is a committee chair’s responsibility. It is also the committee chair’s responsibility to compose announcements.

Minimize number of inserts-use only for special occasions.

The pastor has the right to limit submissions for the bulletin.

Will receive funds and/or registrations for events. Will make bank deposits for committee.

Typing and other duties: Parish secretary is not responsible for typing, or writing letters, etc. for Committee Chairs and members. This includes typing or composing the yearly ministry schedules, annual reports, monthly reports or mail-outs.

Office hours are 8:30 a.m.-12:00 p.m. and 1:00 p.m. – 4:30 p.m., Monday to Friday; closed for lunch 12:00 p.m. – 1:00 p.m.

Note: It is the responsibility of all Committee Chairs to let their members know what the Parish Secretary is able to do or not do through the parish office.

**Adopted February 15, 2005**

## **CHAIRPERSON**

### **General purpose**

Presides at all meetings of the council and facilitates the work of the council.

### **Duties and Responsibilities**

To prepare agenda for, and to chair pastoral council meetings.

Conducts and facilitates all council meetings (may delegate facilitation of portions of the meeting to other members).

Promotes inclusion and participation of all council members. Keeps meetings on track.

Ensures that prayer, reflection and formation take place within council.

Encourages members and committees of council to fulfill their specific responsibilities and delegations.

Sees that policies and guidelines are implemented.

Ensures that the Council's Nominating Committee is formed no later than January.

Sees that nominees and newly elected/nominated members receive appropriate orientation for council and their duties.

Represents or signs correspondence for the Council when necessary.

Promotes an ongoing process of evaluation of Council's effectiveness.

Ensures communication of council proceedings, as appropriate, to pastor, staff, parishioners and diocese.

Attends Executive Committee meetings with pastor and Finance Committee chair (monthly).

Attends Finance Committee (periodically).

Sits on Special Charities Committee (once or twice a year).

Sits on Personnel Committee (as circumstances warrant).

Chairs annual general meeting of parish.

Represents parish at various events and functions.

Is available to parishioners for inquiries or problems.

**Adopted 18 May 2005**

**VICE-CHAIR**

**General purpose**

Assumes the duties of the chair in the chair's absence or when delegated.

**Duties and responsibilities**

Performs duties as delegated by the chair.

**Adopted 18 May 2005**

## **PASTORAL COUNCIL SECRETARY**

### **General purpose**

To provide a written record of the proceedings and decisions taken at council meetings and annual general meetings of the parish.

### **Duties and responsibilities**

To attend council meetings, record the proceedings and decisions and distribute print copies in a timely manner.

Ensures that council members have current lists and contact information of parish staff, committee chairs and group representatives.

To attend Annual Parish Meeting to record attendance, proceedings and decisions taken.

Prior to Annual Parish Meeting to gather the annual reports of each committee chair and hand in to Parish secretary to be copied and made available to parishioners.

Ensures that a binder is compiled at the end of June containing the minutes of council for the previous year (to be kept in parish archives).

Maintains an official list of Council members and their terms, as well as a listing of any ad hoc committee members. These lists are filed with the annual minutes.

**Adopted 17 February 2004**

## **EXECUTIVE COMMITTEE**

### **General purpose**

Composed of the Pastor, Chair and Finance Committee Chair, the committee meets before each council meeting to prepare the agenda.

### **Duties and responsibilities**

To set the agenda for pastoral council meetings.

To design processes for each meeting to facilitate the agenda.

To ensure that prayer and study are part of council deliberations.

Takes care of parish business and reports to council.

Allocates Special Charities funds.

**Adopted May 18, 2005**

## **LITURGY COMMITTEE**

### **General purpose**

Composed of the coordinators of the various liturgical ministries, the committee plans meaningful liturgical celebrations for the liturgical year.

### **Duties and responsibilities**

Ensures that every celebration enables the entire parish to grow into a deeper relationship with Christ.

Determines parish liturgical policy.

Provides liturgical education for the parish.

Recruits and trains liturgical ministers.

To plan, develop, implement, and evaluate liturgical programs which focus the public worship of the church in celebration of the sacraments.

To evaluate the spiritual health of the parish to determine both the areas of well being and the areas in need of development.

To set goals and priorities for the development of the spiritual life of the parish in fulfillment of the mission of Christ.

To analyze the liturgical needs of the parish community and to identify areas in need of development.

To plan, develop and evaluate liturgy and spiritual development programs that will enable the entire parish to grow into a deeper relationship with Jesus Christ.

To develop a faith community within the subcommittee.

To implement the goals concerning liturgies as may be determined by the Parish Pastoral

## Council

To promote the implementation of directives of the Archdiocesan Liturgical Commission concerning liturgical rites and practices and educate the parish community regarding them.

To participate in the development and preparation of parish liturgies and para-liturgies.

To work towards the development of liturgy teams that will plan Sunday liturgies, liturgies for special celebrations (such as Thanksgiving Christmas and Easter) and liturgies for specific groups within the parish: children, teenagers, young adult, married persons, families senior citizens, ethnic groups.

To promote and implement programs of training for ministerial roles in worship (lectors, extraordinary ministers, leaders of song and altar servers).

To educate itself through study, prayer, and participation in workshops, seminars, and to encourage other parishioners to participate in these programs.

To prepare a budget for liturgical needs of the parish in cooperation with the Finance Committee.

To assist and coordinate the liturgies by other groups in the parish, if needed.

To unify liturgical service in the parish so that readings, homilies, music, art and petitions are coordinated.

To work with the parish musicians to aid in the integration of music into parish liturgy.

To evaluate the progress the parish has made in the area of liturgy.

To participate in the Archdiocesan liturgical endeavors.

To recommend appropriate architectural change in order to foster the liturgical and sacramental life of the parish.

**Adopted March, 2005**

## **SPIRITUAL EDUCATION COMMITTEE**

### **General purpose**

Provides on-going opportunities for the faith formation of all parishioners.

### **Duties and responsibilities**

Identifies the spiritual educational needs of the parish by determining both the areas of strength and the areas in need of greater depth or development.

Provides opportunities such as Family Faith Festivals that promote the sharing of our spiritual life in a consistent way at home, at school and among the various parish groups.

Promotes the spiritual growth of all parishioners by offering evenings of reflection and discussion.

Works with other committees, e.g. Liturgy to develop programs for the deepening of the spiritual life of the entire community.

Offers educational workshops and discussions and promotes programs at the John Paul II Centre.

Actively promotes the Archdiocesan Lay Ministries Formation Program.

Keeps current on educational programs being offered in other parishes and evaluates for use in parish.

Regularly evaluates programs being offered to ensure that they best meet the needs of the parish.

Maintains and updates the parish library (Resource Centre) and reading racks.

Prepares annual budget for submission to the Finance Committee.

**Adopted 17 February 2004**

## **COMMUNICATIONS COMMITTEE**

### **General purpose**

To establish and maintain communications; to disseminate information about parish issues and programs to parishioners and various groups within and outside the parish community and to receive information from them.

### **Duties and responsibilities**

To identify the communication needs of the parish.

To determine communication goals, objectives and priorities that will enable the parish to fulfill its mission.

To prepare and periodically publish information about parish council activities.

To assist council committees and other parish organizations in publicizing their activities and promoting their programs.

To develop good working relationships with appropriate media and to inform them of newsworthy parish activities.

To provide information on issues and events affecting the community.

To provide a means for parishioners to voice their concerns or otherwise bring their suggestions and ideas to the pastoral council.

To periodically survey the composition, attitudes and concerns of the parish in order that the council may effectively plan its goals, objectives and priorities.

To work with the Archdiocesan Office of Communications in the use of alternate media for parish communication.

To obtain a schedule of all planned events, functions and calendar of each parish society and organization

To coordinate social and recreational activities of existing organizations by establishing a yearly parish activity calendar.

To welcome new parishioners and help them participate in parish life.

To conduct and coordinate regular visitation programs for new parishioners.

To maintain an active talent index of the parish.

To explore ways and means of involving more of the parish at large in the functions and activities of the parish.

To plan and provide for a parish census.

To prepare a lists of names of parishioners to receive gifts or other particular consideration for Christmas

**Adopted January 2004**

## **SOCIAL JUSTICE COMMITTEE**

### **General purpose**

To encourage parishioners to develop their understanding of social problems and injustices, and to commit themselves to action and outreach to address social justice issues.

### **Duties and responsibilities**

To identify the social justice issues and needs in the parish and in the wider community.

To understand the root causes of social injustice.

To develop an action plan within the parish addressing social justice issues.

To develop an education plan to inform the parish community about social justice issues, including environmental issues.

To work cooperatively with other churches and civic groups in activities of common interest.

To work in coordination with other parish committees in bringing forward the gospel message of justice and charity.

To promote legislation that will help create a more caring and just society in keeping with Gospel values.

To work with appropriate agencies such as, the archdiocesan Social Justice Department, Marian Centre, Visitation House, Sophia House, Pro-Life, Catholic Family Services, Open Door Society, Canadian Catholic Organization for Development and Peace.

To conduct and coordinate visitation programs for the sick and the needy within the parish.

**Adopted 20 January 2004**

## **SOCIAL FUNCTIONS COMMITTEE**

### **General purpose**

To plan and organize social and recreational programs and events designed to build community, enthusiasm, and goodwill among parishioners.

### **Duties and responsibilities**

To identify social and recreational needs of parishioners including children, youth, newcomers, families, single adults, and senior citizens.

To determine goals, objectives, and priorities that will support the parish in building a true faith community (e.g. BBQ, supper evenings, Santa's market).

To recommend policies and programs and provide ideas to existing parish committees that will enhance the social and community aspects of the parish.

**Adopted 20 January 2004**

## **ECUMENISM COMMITTEE**

### **General purpose**

Ecumenism calls Christian churches to the goal of visible unity in one fellowship, expressed in worship, common life and mission. It seeks inter-faith dialogue with other religions.

### **Duties and responsibilities**

To invite our parish community to participate in activities so that they may experience mutual understanding and respect among members of other Christian communities.

To attend workshops for parish Ecumenical representatives. (usually held in October)

To attend the annual ecumenical service organized by The Regina Council of Churches in September, and encourage members of Christ the King parish to participate.

To inform the parish community and participate in the Week of Prayer for Christian Unity in January.

To be involved with and to encourage parishioners to participate in the World Day of Prayer with our neighboring churches(usually held in March).

Keep our parish community informed about any other events that Christ the King has been invited to by our neighboring churches.

Continue to live out the belief that faith-filled peace can be a reality.

To reach out in dialogue and understanding with other faiths.

**Adopted 16 March 2004**

## **YOUTH COMMITTEE**

### **General purpose**

Engages young people of the parish in exciting and fun activities geared toward building personal faith commitment. Establishes and maintains the connection between the youth and the larger parish community.

### **Duties and Responsibilities**

To work with the Youth Coordinator to establish programming that meets the needs of the youth of the parish and their families.

To contribute to the direction of youth ministry in the parish, ensuring that activities include the building of faith foundations and the nurturing of faith growth in the youth, as well as providing a social environment.

To invite the larger parish community to be active investors in the youth, through financial support, prayer and active invitation for the youth to be involved and

appreciated members of the parish.

To be a visible force in the parish, encouraging all members to take an interest in the needs of the youth.

To encourage the Youth Coordinator and the youth to be challenged in their faith by attending diocesan, provincial, national or international conferences.

To provide an awareness within parish council regarding the way the youth are affected by decisions in the parish.

**Adopted May 18, 2005**

## **FINANCE COMMITTEE**

### **General purpose**

Canon 537 provides that the finance committee is at the service of the pastoral council. The finance committee plans and administers the temporal and material matters of the parish in accordance with the universal law of the Church, and the archdiocesan financial and building regulations.

### **Duties and responsibilities**

Reviews receipts and expenses.

Prepares a budget

Presents a financial report.

Advises on the best administration of parish finances.

To prepare and present an annual budget for both operating and capital expenditures based upon the goals and objectives determined by the entire Parish Pastoral Council. This approved budget should be published and made available to all parishioners.

To periodically review income and expenditures to determine if the parish is operating within the approved budget.

To provide parishioners with periodic (quarterly, semi-annual, or annual) reports on the financial position of the parish.

To approve financial statements for submission to the chancery.

To assist pastoral council committees and subcommittees in preparing and submitting annual budgets.

To study parish revenue and make recommendations to the Parish Pastoral Council for maintaining or increasing revenues to meet parish objectives and priorities.

To educate parishioners to the need for Church support.

To coordinate all fund-raising programs such as pledges, raffles bingo, socials, campaigns, and appeals.

To coordinate parish business and financial activities with the Archdiocesan Office of Finance and the Office of Administration.

To review and approve all banking arrangements, capital expenditures, and long term contracts.

To analyze feasibility of financial investments, purchase of land, new building projects, and the sale or rental of land and buildings.

To study the insurance needs of the parish and make recommendations to pastoral council.

**FINANCE COMMITTEE  
BUILDINGS AND GROUNDS SUB-COMMITTEE**

**General purpose**

To plan for and oversee the proper operation and maintenance of parish buildings, equipment, and surrounding properties

**Duties and responsibilities**

To evaluate current and long-term physical facility needs of the parish and plan for future requirements.

To periodically inspect all parish properties and review and recommend additions or

repairs according to the priorities established by the committee.

To prepare guidelines concerning use of parish facilities, lighting, security, heat, and janitorial needs.

To prepare an inventory of all parish equipment, furnishings and facilities along with a schedule of replacement or servicing.

To procure qualified engineers or professionals for maintenance tasks requiring particular skills and to assist in hiring maintenance and custodial personnel.

To develop teams of parishioners, skilled and unskilled, who will donate time and talents for parish maintenance tasks

To promote economical preventative maintenance practices concerning parish grounds and facilities.

To study parish needs for heat, lighting, and air conditioning with the aim of conserving energy.

To inspect the facilities annually for fire, safety and security hazards.

To recommend to the parish pastoral council necessary maintenance personnel and services for the parish properties.

To work closely with the finance and other committees of the parish pastoral council to adequately plan for and care for the needs of the parish.

To prepare and seek approval of an annual budget to finance all operations, maintenance, and renewal requirements for buildings and grounds.

## **FINANCE COMMITTEE HALL SUB-COMMITTEE**

### **General purpose**

To plan and administer the use and upkeep of the parish hall, kitchen, and furnishings, and equipment

### **Duties and responsibilities**

To act as contact for inquiries about parish hall use.

To book the parish hall for intendant users.

To develop and maintain a schedule of fees and a set of guidelines for use of the kitchen facilities, and equipment.

To rule on the use of the hall (eligibility, priorities, etc. ) in accordance with guidelines adopted by the parish pastoral council

To oversee the cleaning, upkeep, and renewal of the hall interior.

To prepare and seek approval of an annual budget for the maintenance and operation of the hall.

**Adopted May 18, 2005**

#### **DEANERY REPRESENTATIVE**

The Deanery Pastoral Council (DPC) representative is responsible for exchanging information with the DPC representatives from other parishes in the Regina West Deanery.

This includes sharing about parish activities and programs of benefit or interest, as well as concerns that are relevant between parish communities.

The representative is also involved in DPC special activities such as workshops and diocesan gatherings.

**Adopted January 2004**

**CATHOLIC WOMEN'S LEAGUE OF CANADA**

The Motto of the Catholic Women's League of Canada is "For God and Canada." Our Mission Statement: The Catholic Women's League of Canada is a national organization rooted in gospel values calling its members to holiness through service to the people of God.

The Executive consists of President, Secretary, Treasurer, Past President, and the following

Standing Committees with their duties outlined:

#### Spiritual Development

- spiritual growth of members
- study of Catholic teaching
- role of women in the church
- evangelization and mission assistance
- lay ministries
- ecumenism and interfaith endeavors

#### Organization

- recruit new members and maintain membership
- leadership development
- League resource material
- annual reports
- life membership

#### Christian Family Life

- marriage and family
- sanctity of life
- ministry to youth, disabled, seniors, widowed, separated, divorced
- vocations

#### Community Life

- dignity and rights of persons
- social and economic justice
- immigration, refugees and citizenship
- Canadian Catholic Organization for Development and Peace (CCODP)
- developing countries

#### Education and Health

- Catholic Education (i)Catholic schools and catechesis (ii)rites of Christian initiation
- literacy and continuing education
- scholarships and bursaries
- wellness and sickness/disease
- environment
- genetics

#### Communications

- media (i)for evangelization (ii)to promote the League (iii)evaluation and promotion of good content (iv)newsletters and bulletins
- media relations
- pornography

#### Resolutions

- research and preparation of resolutions and briefs

study and implementation of resolutions passed by other levels  
at provincial and national levels, presentation of resolutions to government

Legislation

monitor and study legislation at all levels of government  
preparation of briefs and position papers on proposed legislation

Parish Activities

liaison and cooperation with parish pastoral councils  
parish assistance

Maureen Ottenbreit, President  
October 21, 2003  
Received January 2004

**KNIGHTS OF COLUMBUS**

The Knights of Columbus is a Catholic, family, fraternal service organization.

The Knights of Columbus participates in the following activities under Church and Vocational activities:

- Lay ministry
- Prayers and Rosary
- Serve at masses
- Participate with religious instruction
- Visit shut-ins
- Sit on Pastoral Council
- Provide bartenders and security at all social events in the parish
- Coffee Sunday

Under Community the Knights of Columbus participate in the following activities:

- Patriotism
- Health services
- Seniors
- Disabled
- Community services

The Knights of Columbus also participate in Family Life Activity in strengthening family life:

- Annual financial support of Saskatchewan and Regina Pro-Life Associations.
- Letter writing campaigns urging governments to protect the dignity of human life in stem cell research legislation and the traditional definition of marriage.
- Started Parish Family Breakfasts.
- Periodic life information seminars on the need for wills, living wills and funeral preparation.

Youth activity is also supported by the Knights of Columbus in the following programs:

- Basketball free throw.
- Special Olympic Games for youth with disabilities.
- Maintenance of Columbus Park baseball field in Regina.
- Teenaid.

As well our local Knights of Columbus Council, participate in fund raising, social events and celebrations, we also have members on the District Level and State Level in the province.

Jim Allonby  
Grand Knight  
Received January 2004