



*In Collaborative Ministry with the  
Missionary Oblates of Mary Immaculate*

151 Laurier Avenue East  
Ottawa, Ontario K1N 6N8  
Telephone (613) 233-4095  
Fax (613) 233-4594  
frontdesk@st-josephs.ca

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## St. Joseph's Parish Pastoral Council - Statutes

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### 1 Name

The name of the Council is St. Joseph's Parish Pastoral Council (the Council).

### 2 General Purposes

In the spirit of collaborative leadership, the Council shares in the pastoral mission and activities of St. Joseph's Parish.

It does so by ensuring the applicable directives of the Archdiocese of Ottawa governing parish pastoral councils are observed.

It also carries out its mandate in accordance with directives received from the Missionary Oblates of Mary Immaculate, OMI Lacombe Canada Province.

### 3 Specific Purposes

The Council sustains St. Joseph's Parish as an Oblate Mission in the heart of Ottawa, consistent with the Oblates' charism of welcoming and solidarity with the poor and the marginalized.

The Council assists the Parish Priest in formulating and adopting policies required to ensure that the Parish is managed in a fair, inclusive, transparent and responsible manner. These policies can relate to financial management (including stewardship and fundraising); communication both internally within the Parish and externally; staffing and management of human resources; use and maintenance of the Parish's physical assets, such as information technology assets; maintenance of the capital facility.

The Council also approves annual budgets for the Parish, hires and evaluates the performance of the Executive Director, reports to parishioners on the management of the Parish, oversight of the Women's Centre, and helps organize the Annual General Meeting, providing applicable templates for reporting purposes to the various ministries, clusters and committees.

### 4 Membership

Membership in the Council is open to all Catholics in good standing registered as members of the Parish.

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To provide the appropriate representation, the Council will be composed as follows:

- a) Ex officio members (with voting rights)
  - i) the Parish Priest who, in accordance with canonical legislation, presides over the Council
  - ii) the Parish Treasurer
- b) the Chair of the Council
- c) one (1) representative from each of the Ministry Clusters identified in Annex A, as amended from time to time
- d) one (1) representative from each of the regularly scheduled weekend Masses.

Where possible, to promote the inclusion of diversity on the Council, the Ministry Clusters and weekend Masses are encouraged to designate representatives from groups not traditionally having a voice in council discussions, including visible and non-visible minorities. In principle, there should be gender equality among members of the Council.

The Executive Director attends Parish Council meetings without a right to vote.

## **5 Term of Office**

Each designated member of the Council serves for a period of two years, effective from the date upon which they became members.

Term of office of a designated member may be renewed twice by their respective Ministry Cluster or regularly scheduled weekend Mass. After serving six years on the Council, a designated member must withdraw for a period of at least one year, after which time they may be designated again.

## **6 Responsibilities of Members**

- a) Members are expected to attend all Council meetings, notify the Secretary should they anticipate not being able to attend a meeting, read all documentation sent by the Chair or Secretary in advance of the meeting, and come prepared to discuss and decide on matters requiring decisions.
- b) Although they represent the Parish as a whole, members designated by a Ministry Cluster or by the regularly scheduled weekend Masses are also expected to represent their Ministry Cluster or Mass group at meetings and communicate with the Ministry Cluster or Mass group on Council deliberations and decisions.
- c) Each designated Council member completes and signs the Parish Council Member Terms of Engagement prior to becoming a member of the Council (see Appendix).
- d) A designated member who misses three (3) consecutive meetings of the Council, or who fails to attend five (5) or more meetings in a given year without proper notification to the Chair, is deemed to have resigned from the Council and is no

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longer invited to meetings or provided with materials associated with the work of the Council.

Notwithstanding the foregoing, the Council may allow a designated member to continue on the Council where there are exceptional circumstances that have contributed to the absence, and where continued membership is viewed by the Council as necessary for the on-going work of the Council.

When the Council is of the opinion that a designated member is unable to fulfill his or her responsibilities as a Council member because of illness non-attendance at meetings of the Council, failure to abide by the Terms of Engagement, or for other exceptional circumstances, the Council may remove this member the Council. Such a decision requires a two-thirds majority vote of the Council.

- e) In the event that a designated position on the Council becomes vacant for any reason, the Ministry Cluster or weekend Mass group, as the case may be, designates a new member to the Council for the remainder of the term. If the remainder of the term is less than one (1) year, the new member may subsequently be eligible for three (3) additional terms. Otherwise, the new member would be eligible for 2 additional terms.

## **7 Conditions of Service**

Designated Council members serve and exercise their functions without charge to the Parish. However, legitimate expenses incurred in the conduct of the business of the Council be are reimbursed by the Parish in accordance with applicable policies.

## **8 The Chair**

In consultation with the Parish Priest, the Chair of the Council is responsible for calling meetings of the Council, setting the agenda, facilitating Council meetings, brokering consensus on decisions whenever possible and calling for votes when consensus cannot be reached.

In consultation with the Parish Priest, the Chair reports to parishioners on behalf of the Council.

The Chair also identifies issues for the Council's attention, facilitating decisions made outside of scheduled Council meetings, represents the Parish when asked to do so, coordinates the Annual General Meeting and associated reports, and signs Parish documents on behalf of the Council.



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The Chair is a member of the Core Leadership Team, and ensures compliance with adopted policies, sees to the approval and monitoring of budgets, assists in hiring and evaluating the performance of the Executive Director, and sees to appropriate reporting.

The Chair is selected by the full Council, with the exception of the Executive Director, from among the members designated by the Ministry Clusters or the Mass groups. The Council may choose a Chair from among the parishioners at large. The Parish Priest and the Executive Director are not eligible for this position.

In the event the Chair is chosen from among the designated members, the group which made the designation names a new member to the Council.

## **9 The Vice-Chair**

The voting members of the Council select a Vice-Chair from among Council members, excepting ex-officio members.

The Vice-Chair is responsible for assisting the Chair and acting as Chair in the event the Chair is unable to fulfill his or her duties.

## **10 The Secretary**

The Council appoints one (1) of the designated members to act as Recording Secretary. In the Secretary's absence, those present select one of the members to act as Secretary for that meeting.

The Secretary is responsible for maintaining the Council's files, including drafting minutes of Council meetings as soon as possible after the meeting; the minutes will reference decisions taken at the meeting, and action items requiring follow-up action by Council members or by the Core Leadership Team.

The Secretary will also draft separate minutes and any in camera meetings of the Council, filing these minutes in a manner that ensures that personnel-related information is securely protected.

The Secretary maintains up-to-date lists of all decisions of the Council, and open and completed action items.

Minutes of the Council Meetings, except for in camera sessions, are posted on the Parish's website.

In addition, the Secretary distributes documentation for Council meetings one (1) week in advance and maintains records of all minutes and documents submitted to Council in advance of meetings or distributed at the Council meeting.

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## **11 Finance Committee**

The Finance Committee (Code of Canon Law, canon 537) is established as a permanent committee of the Council. It carries out its responsibilities in accordance with the applicable norms in effect in the Archdiocese of Ottawa.

The Finance Committee also exercise due diligence in the management of monies received as sponsor of the St. Joe's Women's Centre and the St. Joe's Supper Table and other social services.

The Treasurer is an ex-officio member of the Finance Committee and is responsible for signing financial statements and other related documents requiring approval or ratification of the Council.

The Treasurer represents the Finance Committee on Parish Council. Although the Chair of the Finance committee is invited to attend all Council meetings, he or she does not have a vote and is not counted in the quorum.

## **12 Other Committees**

The Council may establish other committees to provide leadership and/or manage specified activities on behalf of the Parish. It may also establish ad hoc committees to address specific issues and provide advice to Council on how to address such issues.

The Chair of the Council is a voting member of any committee or cluster (except the Finance Committee) and is free to attend any committee meeting.

Appropriate terms of reference are approved by the Council; these may be amended from time to time by the Council, as circumstances require. Committees do not make policy decisions, but rather make recommendations to the Council.

## **13 Frequency of Meetings**

The Council meets monthly except for July and August when meetings may be less frequent, depending on circumstances.

Council meetings are open to all registered parishioners. Those in attendance who are not members of Council do not participate in any vote; however, with the Chair's permission, they may participate actively in discussion of agenda items. In camera discussions are restricted to Council members only.

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## **14 Quorum**

Quorum is achieved when half of the voting Council members are present. At least one (1) of these members shall be the Chair, Vice-Chair, Treasurer or Secretary.

## **15 Decision-Making Processes**

No decisions may be taken unless quorum is achieved. Where possible, in a spirit of collaborative leadership, decisions are made by consensus. If consensus is not reached, a formal vote may be held. In such cases, the decision requires approval of at least two-thirds of those voting members present.

Council policies take effect upon ratification by the Parish Priest. If necessary, approval from the Archdiocese of Ottawa or from the Oblates of Mary Immaculate (OMI) Lacombe Canada Province will also be obtained. In particular, if the Provincial Superior considers that a decision of the Council might have a negative impact on the spiritual life of the Parish, or runs counter to the priorities established by the Oblates of Mary Immaculate, he may choose to not ratify the decision.

## **16 Reporting to the Provincial Administration of the OMI Lacombe Canada Province**

The Parish Priest and the Chair provide a report to the OMI Lacombe Canada at least once a year on behalf of the Council, and more frequently upon the request of the Provincial Superior of the Oblates of Mary Immaculate.

## **17 The Annual General Meeting**

The Council holds an Annual General Meeting of the Parish as soon as reasonably practicable after the receipt of approved audited financial statements for the preceding fiscal year. This meeting is to be held no later than during the month of September.

Parishioners will be given sufficient notice of the date of the Annual General Meeting through publication in the Parish bulletin.

## **18 Approval and amendment of the Statutes**

Once approved by the Provincial Superior of OMI Lacombe Canada, these Statutes become effective. They are reviewed annually in advance of the Annual General Meeting. Any revision accepted at the Annual General Meeting requires the same approval.

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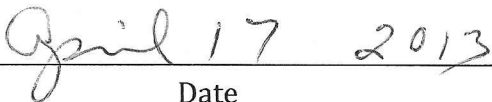
## 19 Approvals



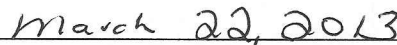
Andy Boyer, OMI  
Pastor  
St. Joseph Parish



John Malazdrewich, OMI  
Provincial  
OMI Lacombe Canada



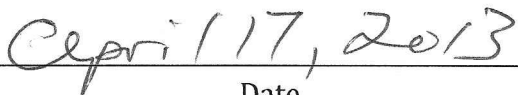
Date



Date



Donald Duthie  
Chair  
St. Joseph Parish Council



Date