

# PARISH PASTORAL AND ADMINISTRATIVE GUIDELINES

“Serve one another, as good stewards of God's varied grace” (1 Peter 4:10)

**Ukrainian Catholic Eparchy of Toronto and Eastern Canada**

***Draft Version December 18, 2025***

***PLEASE NOTE THAT THIS DRAFT TEXT IS BEING DISTRIBUTED AS A REFERENCE TOOL. THE DOCUMENT WILL BE REVIEWED IN THE PRESBYTERAL COUNCIL, BUT ALL CLERGY AND LAITY ARE WELCOME TO ASK QUESTIONS AND PROVIDE FEEDBACK TO THE VICAR GENERAL AS PART OF THIS PROCESS:***

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## A. Parish Leadership

### 1. The Relationship Between the Bishop and Parish

Parishes make a vital contribution to the life and mission of the Church and the people of God. Each parish is an integral part of the Eparchy of Toronto, under the pastoral guidance and oversight of the bishop. The parish community's understanding and support of the relationship between the parish, its canonically appointed pastor or parochial administrator, and the bishop is vitally important to the success of the mission of the Church. The parish pastoral and finance councils are the link between the bishop and the parish in communicating, supporting, and implementing the ministries, programs and policies of the Eparchy of Toronto. The mission and goals of the parish necessarily must reflect those of the bishop and the Eparchy.

### 2. Parishes, Pastors or Parochial Administrators, and Parish Councils

#### 2.1 Parishes

Under the leadership of the bishop, and in close communion with him, the parish plays a fundamental role in the Church. It is in the parish that the faithful most frequently encounter Christ through the hearing of Sacred Scripture, catechesis, prayer, liturgy, and service to one's neighbour. In celebrating and participating in the life of our local parish, we celebrate and participate in the life of the entire Church, worshipping and giving glory to God. At the same time the Christian faithful are sustained in their personal and family faith journey through participation in the Eucharist celebrated in their local parish community, and in working together with others for the glory of God and their own salvation.

## 2.2 Pastors (or Parochial Administrators)

Under the authority of the bishop, and in close communion with him, each parish is assigned a pastor or parochial administrator who serves as its own shepherd. His main responsibilities are to teach, to sanctify, and to govern the parish. In his teaching function, the pastor is to preach the Word of God and to catechize. In his sanctifying function, the pastor is to lead the parish in prayer and to celebrate the sacraments, above all the Eucharist. In his governing function, the pastor-shepherd is to know his flock and to be a servant to all his sheep. He is to visit the homes and schools of the parishioners in his parish, provide for the needs of the youth and elderly alike, visit the sick, and serve the poor and needy.

A pastor or parochial administrator obviously cannot do all these things on his own. The success of the parish depends greatly upon his ability to discern the spiritual gifts of his faithful and to encourage others to actively participate in the life and mission of the parish.

## 2.3 Parish Pastoral Council

By statute, all parishes in the Eparchy of Toronto are required to have a parish pastoral council. The main responsibility of the parish pastoral council is to work closely with the pastor and to assist him in overall parish pastoral planning and goal setting in regards to the fulfillment of the mission of the parish, to ensure that the parish grows in faith, in holiness, in serving others, in fostering a spirit of leadership-stewardship, with a sense of communion-unity and with a missionary spirit that shares the Gospel message and a life in Christ with all. Members who wish to serve on the parish pastoral council should be:

- a) actively involved in the faith community;
- b) willing and able to share responsibility for the parish community;
- c) willing to grow in an understanding of the Church through training and study of scripture and church documents;
- d) able to work with others in a spirit of trust and openness; and
- e) committed to regularly attending and contributing to meetings.

## 2.4 Parish Finance Council

In addition to his spiritual and pastoral responsibility, the pastor also has administrative-financial responsibility over the material resources necessary for the fulfillment of the parish's mission. He is assisted in this task by the parish treasurer and the members of the parish finance council, which advises the pastor and expresses consensus in all matters related to good financial stewardship. It ensures transparency in financial matters in order to foster commitment and confidence within the parish community. Members are selected for their financial expertise. The finance council develops budgets and strategies for the fiscal implementation of the parish goals and priorities. The parish finance council works within the limits established by the Bishop and Finance Office of the Eparchy.

### 3. Training and Formation

Parish pastoral or finance council members serve the parish and parishioners best when they understand their roles and responsibilities. Orientation and training are particularly beneficial for all parish pastoral and finance council members, new and returning. The pastor alone, or in collaboration with the chancery office of the Eparchy of Toronto, should offer workshops on the unique ministry of parish pastoral and finance councils, explaining the difference between the two bodies. Council members must be properly screened and trained for ministry according to the Eparchy of Toronto Safe Environment Policy, which includes Safe Environment Training as well as the requirement to submit Police Information Checks and Vulnerable Sector Checks, where Vulnerable Sector Checks are required.

### 4. Elements of a Vibrant Parish

In discerning and planning the life of the parish, the pastor and parish councils are to always be mindful of the six elements of a vibrant parish:

1. **The Word of God and Catechesis (*Kerygma*)** – teaching the truths of the faith and their role in everyday life.
2. **Liturgy and Prayer** – enriching the liturgical, sacramental and prayer life for the sanctification of the people of God.
3. **Service to Our Neighbour (*Diakonia*)** – giving attention to those in need, both within the parish and “in the world.”
4. **Leadership – Stewardship** – supporting the ministry of the bishop and the clergy, in cooperation with the laity, in the stewardship of gifts (time, talent, treasure) for the common good.
5. **Communion – Unity (*Koinonia*)** – fostering spiritual unity in the Church of Christ and promoting the unity of all Christians (ecumenism).
6. **Missionary Spirit** – witnessing to a life in Christ, while inviting others to participate.

### 5. Prayer for a Vibrant Parish - Молитва «Живої Парафії»

O Lord Jesus Christ, our Good Shepherd, you became incarnate to find the lost sheep of your flock and preached the Gospel so they might recognize your voice. So also today, graciously look down from heaven upon our parish community, and send down on it your Holy Spirit that it might be a place to receive the joy of your Good News. Strengthen us with your presence, and always gather us together in prayer. Grant us the spirit of serving others, so that in our parish all might encounter you, the merciful God. Bless our spiritual leaders with your wisdom, and inspire us to generously give of our time, talents and treasure for the building up of your Kingdom. Unite us in peace and harmony, as befits your community of love. Instill in us a missionary spirit, and let our parish community shine with the light of the Gospel, with prayer and good works, inviting all to share in the divine life, so that your name,

O Saviour, may be praised, together with your eternal Father, and your most-holy, good and life-giving Spirit. Amen.

Господи Ісусе Христе, Пастирю Добрий, ти воплотився, щоб відшукати заблудлих овець стада твого і проповідував євангеліє, щоб вони вчилися пізнавати голос твій. І нині споглянь милостиво з небесних висот на нашу парафію і зішли на неї Святого Духа твого, щоб вона була місцем пізнання євангельської радості. Скріплюй нас присутністю твоєю і єднай нас повсякчас у молитві. Даруй нам духа служіння ближньому, щоб у нашій парафії кожний міг зустріти тебе, милостивого Бога. Благослови наш духовний провід мудрістю твоєю і дай, щоб ніхто з нас не шкодував ні часу, ні талантів, ні земних благ для розбудови твого Царства. Єднай нас у мирі та злагоді, щоб ми були твоєю спільнотою любові. Всели в нас місійного духа, щоб ми стали тим світлом євангельського слова, молитви і добрих діл, що кличе кожного до участі у Божественному житті, щоб славилось, Спасе, твоє ім'я з безначальним твоїм Отцем та пресвятим, благим і животворящим твоїм Духом нині, і повсякчас, і на віки віків. Амінь.

## 6. Parish Executive Committee

A parish should have an executive committee which serves in an advisory capacity to the pastor in the interim periods between meetings of the parish pastoral and finance councils. The Executive of the parish pastoral council is comprised of the pastor (president), first councilor (vice-president), secretary, and treasurer. The executive committee is responsible for guiding, coordinating, and evaluating the responsibilities of the parish pastoral and finance councils. Some basic responsibilities of the executive are:

### 6.1 Pastor / Parochial Administrator

- a) attends and presides at all meetings of the parish pastoral and finance councils as a representative of the bishop of the Eparchy of Toronto. He may delegate the first councilor to chair the meetings of the pastoral council and the treasurer to chair the finance council meetings. No council may hold meetings in the absence of the pastor or parochial administrator;
- b) is the **primary signatory** for the parish on legal and financial matters.
- c) is an ex-officio member of all parish organizations and committees
- d) Services as spiritual advisor for branches of eparchial, national or international lay organizations that have a presence in the parish (e.g. UCWLC, K of C)

### 6.2 First Councilor

- a) organizes and coordinates activities and procedures for the parish pastoral council;
- b) prepares the agenda for meetings in consultation with the pastor;

- c) communicates regularly with the pastor, the treasurer and other members of the parish pastoral council;
- d) ensures communication between the parish pastoral council and the parishioners;
- e) may be **considered as one of the co-signatories** for the parish on legal and financial matters.

### 6.3 Treasurer

- a) appointed by the pastor or parochial administrator in consultation with the pastoral and finance councils, and with the Eparchial Finance Officer, confirmed by the Bishop. Can be dismissed for just cause with the approval of the Bishop or by the Bishop directly;
- b) maintains the financial records of the parish and provides regular financial statements;
- c) communicates regularly with the pastor and first councilor;
- d) is a **co-signatory** for the parish on financial matters.

### 6.4 Secretary

- a) records minutes of regular and special meetings of both councils;
- b) maintains a roster of members;
- c) records attendance at all council and parish meetings ensuring quorum;
- d) handles all council correspondence; and
- e) communicates regularly with the pastor, first councilor and treasurer
- f) may be **considered as one of the co-signatory** for the parish on legal and financial matters.

### 6.5 Registered Charity Information Return

- a) The Executive Committee is responsible for the annual filing of the T-3010 Form (Registered Charity Information Return) and would be listed on the Form T1235 (Directors/Trustees and Like Officials Worksheet).
- b) It also ensures the accuracy of other tax documents (e.g. T4, T4A, tax receipts, etc.).
- c) As a general practice, a draft of annual T-3010 and T-1235 Forms should be submitted in a timely fashion to the Eparchial Finance Officer for review prior to filing.

### 6.6 Signing Authority

- a) There must be two signatures on every parish cheque and financial transaction.
- b) The pastor or parochial administrator must be one of the signatories.
- c) The names of all co-signatories on parish accounts must be submitted by the pastor or parochial administrator to the Bishop for approval, to be reviewed and confirmed on an annual basis prior to the filing of the T-3010.

- d) The pastor or parochial administrator may propose for approval by the Bishop a co-signatory outside the Executive Committee
- e) In the absence of the pastor or parochial administrator (e.g. vacation or illness), a cheque or transaction may only be signed by two co-signatories with the written authorization of the pastor or parochial administrator, or with the written authorization of the Eparchial Finance Officer.
- f) There shall be no pre-signed cheques in the parish.

## 7. Parish Committees

While in some parishes many of the responsibilities of the parish pastoral and finance councils are carried out by its members, the following are examples of possible committees which may be of assistance to the parish; however not every committee will exist in every parish. Committees provide an opportunity for parishioners to be involved in the good work of the parish and share their time, talents and treasures, especially in larger parishes. The Committees may be designated as: Standing (long-term) or Ad hoc (temporary for a specific task)

### 7.1 Committees reporting to the Pastoral Council (examples)

- a) Liturgy
- b) Religious Education
- c) Pastoral Care
- d) Adult education
- e) Seniors
- f) Social Justice
- g) Youth
- h) Ecumenical and Interfaith
- i) Vocations
- j) Family and Life
- k) Safeguarding
- l) Volunteer recruitment
- m) Nominating
- n) Evangelization
- o) Hospitality
- p) Pastoral Care
- q) Sacramental Preparation
- r) Bible Study
- s) Apostolic Life
- t) Special events
- u) Christian Unity Week

## 7.2 Committees reporting to the Finance Council (examples)

- a) Finance
- b) Budget
- c) Property Management and Maintenance
- d) Personnel (full and part-time employees)
- e) Building and Property Improvement
- f) Refugee Sponsorship
- g) Sunday Coffee
- h) Fundraising
- i) Parish Praznyk Dinners and Picnics

## 7.3 Key Committees and their Responsibilities

The following descriptions outline common committees and the responsibilities of each:

### *Liturgical Committee*

This committee works with the pastor and pastoral council in matters related to the preparation and celebration of the Divine Liturgy and other liturgical services. It also addresses other matters related to worship: schedules, greeters, ushers, altar servers, readers, cantors, choir, etc.

### *Religious Education Committee*

This committee proposes is responsible for evangelization, Bible study, catechesis for children, youth and adults, and sacramental preparation and post-sacramental follow-up, adult education initiatives. The committee works with the Eparchial Catechetical Commission.

### *Social Justice Committee*

This committee is responsible for inspiring and enabling parishioners to work towards a just and loving world by providing education, support, and guidance in addressing social justice issues both within their parish, their neighbourhood and globally.

### *Youth Committee*

This committee is responsible for supporting “youth friendly” initiatives, promotes positive adolescent development, and growth in discipleship and Catholic identity. The Committee will seek to draw young people to responsible participation in the life, mission and work of the parish and community. The committee consults with the Eparchial Youth Commission.

### *Seniors Committee*

This committee serves the spiritual and social needs of seniors. At the same time, it recognizes the gifts and wisdom of the elders of the community and engages this valued experience in the overall parish pastoral plan.

### *Ecumenical and Interfaith Committee*

This committee is responsible for promoting unity amongst Christians and a better understanding of other world religions through prayer, education, dialogue, action and

fellowship. Activities might include participating in local events planned for Prayer for Christian Unity Week.

#### *Vocations Committee*

This committee is responsible for coordinating the search for those in the parish whom God is calling to serve as a sister, brother, deacon or priest. In collaboration with the pastor and Eparchial Vocations Director, they organize an annual vocations awareness day and develop initiatives to help parishioners respond to a call to the priesthood, diaconate, and religious life.

#### *Family and Life Committee*

This committee responds to the pastoral needs of families by providing resources and support for family spirituality, marriage preparation and post-sacramental care, formation for young people, support for the elderly and the domestic church, to help families live out the grace of the sacrament in their daily lives.

#### *Safeguarding Committee*

A Safeguarding Committee may be established to assist the Parish Coordinator of Care, depending on the need/size of the parish.

#### *Property Management and Maintenance Committee*

As a committee mandated by the Eparchy, this committee ensures that there are regular inspections and maintenance and repair of church property. Any potential problems are identified and corrective action is planned. The committee manages rental and leases of parish property, and acts in an advisory capacity regarding the purchase and sale of property. It works closely with the Eparchial Finance Office.

#### *Personnel Committee*

This committee is involved in the selection of parish employees, for reviewing their work on a regular basis, being attentive to grievances, and ensuring that civil law and church teachings regarding employment standards are adhered to.

#### *Nominating Committee*

This committee has the responsibility, together with the pastor, of presenting a slate of candidates for positions on the parish pastoral council at the parish Annual General Meeting. In proposing candidates, the committee should consider those individuals who understand the role of the council and who have the appropriate skills and talents to bring to this ministry.

## **8. Annual General Meeting**

The Annual General Meeting (AGM) of the parish should be held approximately three months after the end of the parish fiscal year, completion of financial statements and their review by the audit committee and for the submission of committee reports.

If the AGM falls on an election year (generally every three years), the nominating committee, working with the pastor or parochial administrator, would identify and present candidates to serve on the pastoral council

At least two weeks prior to the AGM, notice is to be given to the parishioners, indicating the date, time and place of the meeting.

## 8.1 Agenda (example)

The following is a suggested agenda format for an AGM:

1. Opening prayer and welcome by pastor
2. Selection of chair and secretary
3. Approval of agenda
4. Approval of minutes from the last AGM
5. Business arising from minutes
6. Annual report of the parish pastoral council
7. Annual reports from the parish pastoral council committees
8. Annual financial statements and proposed budget
9. Annual reports from the parish finance council committees
10. Auditor's report
11. Nominating committee report
12. Elections
13. New business
14. Pastor's remarks
15. Closing prayer
16. Adjournment

## 9. Annual Pastoral Planning

As a part of the “Vibrant Parish” program, all parishes are encouraged to engage in Annual Pastoral Planning with the involvement of the broader parish community. It is both an opportunity to celebrate ways in which the parish already fulfills its mission as well as to discern needs and opportunities for new initiatives. Usually such planning occurs in the fall. The Vibrant Parish “**Handbook for Pastoral Planning**” is available in print or digital format (English or Ukrainian) at the chancery office. Four key steps are involved:

Involving the broader parish community:

1. COUNT OUR BLESSINGS: *How are we already fulfilling our mission as Church?*
2. DARE TO DREAM: *Imagine what might be possible or necessary to better fulfill our mission as Church*

Undertaken by the Parish Pastoral Council jointly with the Parish Finance Council

3. EVALUATE / PRIORITIZE: *What can be done and what will have the greatest impact on our Parish Mission?*
4. DESIGN / COMMITMENT: *Concrete Plan of Action for Fulfilling our Mission as Church*

The Handbook also contains a section of SITUATIONAL ANALYSIS where the Pastoral and Finance Councils can jointly assess the parishes internal **strengths and weaknesses**, as well as external **opportunities and obstacles or threats** to be aware of in pastoral planning.

## 10. Annual Leadership-Stewardship Drive

Every parish relies on its members for the fulfillment of a variety of tasks associated with its mission. Although in some cases certain tasks may be performed by a salaried person working full-time or part-time (e.g. a parish secretary), the majority of members contribute as volunteers. The parish relies on the gifts of time, talent and treasure that its members provide. Each year a parish should do a leadership-stewardship drive to identify the tasks associated with its mission and the gifts present in the parish community to fulfill that mission.

The Vibrant Parish program developed materials which can be used to encourage volunteerism in all areas of priority in the life of the parish (see above: Elements of a Vibrant Parish). This material was published under the name: “**STEWARDSHIP OF DIVINE GIFTS: a Christian Way of Life**” in two versions: “Instructions for Parish Clergy” and “Practical Workbook for Parishioners.” These publications are available in print or digital format (English or Ukrainian) at the Eparchial chancery.

The Parable of the Talents (Mt 25:14-30) is proclaimed as the Gospel reading during Divine Liturgy on the **16th Sunday after Pentecost**. We suggest that each year this be designated “**Stewardship Sunday**” and that each parish organize a **Call to Stewardship**. Since this Sunday usually falls in September, such a Call to Stewardship would precede the Annual Pastoral Planning of the parish, generally held in October. The material can also be presented **at any time** (eg. as a parish mission during Great Lent), with the 16th Sunday used to highlight the **main points**, cover the reflection questions and present a prepared list of time-talent opportunities.

## B. Guidelines

### 1. Parish Legal Status

Except for cases where a parish is incorporated separately from the Ukrainian Catholic Episcopal Corporation of Eastern Canada (the official corporate name of the Eparchy of Toronto and Eastern Canada) all parishes function legally as a subsidiary of the Episcopal Corporation. According to Canada Revenue Service guidelines, a parish charitable tax number is the same as that of the Episcopal Corporation, with its own numerical suffix. In

the case of the Eparchy of Toronto that principle was not followed, and efforts are underway to correct that with CRA. Parishes are expected to cooperate with the chancery in this transition.

## 2. Parish Pastoral Council

The parish pastoral council is established and governed according to canon law and Eparchial guidelines promulgated by the Bishop of Toronto and Eastern Canada, especially specific Statutes promulgated on 2021-09-21 (See *Addendum No. X*). The parish pastoral council will meet on a regular basis to discuss and make recommendations on behalf of the parish community, as well as to receive and support pastoral initiatives proposed by the pastor or parochial administrator.

Basic guidelines for meetings include:

- 1) Meet according to pre-set schedules and times (i.e. monthly).
- 2) Begin each meeting with a prayer and/or spiritual reflection.
- 3) Prepare an agenda and distribute in advance. Usually, the pastor and first councilor will prepare the agenda (see below for an example).
- 4) Start and end meetings on time, being respectful of the council's time.
- 5) Keep clear and concise minutes of the meeting, ensuring that all motions and decisions are recorded. Minutes are to be prepared by the secretary.
- 6) Keep presentation/committee reports brief. Committee chairs should provide their reports to the secretary.
- 7) Allow everyone to speak and share their opinion, while keeping the meeting on track and focused.
- 8) At the end of the meeting, summarize all the action items, noting what is to be done and by whom and when the task/work is to be completed.
- 9) Confirm the date of the next meeting.
- 10) Close the meeting with a prayer.

### 2.1 Sample Prayer before a Meeting of the Parish Pastoral Council

God of Abraham, Isaac and Jacob, you have called us to be the servants of your servants – our brothers and sisters in [name] parish. We meet here as their representatives, and so we ask for the grace of your guidance. Help us to truly represent them and not simply ourselves. May the true needs of our parish and the common good of all be our concern. And above all, may your will in these matters become our will. Help us who serve in these positions to remember that all of our concerns are aimed at the spiritual transformation of our parish-community. May the matters we shall discuss not blind us to the primary work of our parish: to help its members grow in faith, holiness and service in love.

May the Holy Spirit, who inspired the Pentecost meeting of the apostles, visit us and grant us the light of Divine Wisdom. We give glory, thanks, and worship to you, Father, Son and Holy Spirit, now and for ever and ever. Amen.

## 2.2 Suggested Agenda

Regular parish pastoral council meetings are usually scheduled monthly in larger parishes and semi-annual in smaller parishes. The following is a suggested agenda format.

1. Opening prayer
2. Approval of agenda (ask for any additions)
3. Approval of minutes
4. Business arising from minutes
5. New business
6. Committee or ministry reports
7. Pastor's report
8. Education/study time
9. Review of action items
10. Date of next meeting
11. Closing prayer

## 3. Parish Finance Council

The parish finance council is established and governed according to canon law, civil law and Eparchial statutes and guidelines promulgated by the Bishop of Toronto and Eastern Canada, especially the Statutes promulgated on 2021-09-21 (See *Addendum No. X*).

The council members should recall first and foremost that their primary ministry is to support the building up of the parish community, and in turn the mission of the Church, which is to share the Gospel of the Good News of Jesus Christ. Their purpose is to ensure the financial viability of the parish so that resources are available for the pursuit of the Church's proper ends, such as the ordering of divine worship, providing support for the clergy and pastoral workers, and performing apostolic and charitable works, especially toward the needy.

At all times, the members are to carry out their responsibilities with an attitude of stewardship, maintaining the Church's trustworthiness and credibility, avoiding the temptation to evaluate a situation simply by looking at a balance sheet.

### 3.1 General Responsibilities

The parish finance council develops budgets and strategies for the fiscal implementation of the goals and priorities of the parish but does not set parish goals. They are subject to

eparchial policies and directives which are issued by the Eparchial Finance Council. All parishes require the permission of the bishop in acts of extraordinary administration.

### 3.2 Custody of Assets

- Administer **parish property** in accordance with the eparchial policy and directives.
- Prepare a **detailed inventory** of the parish's goods and update it annually.
- Ensure that parish properties are properly maintained, and that appropriate insurance coverage is arranged through the Eparchial Insurance Program.
- Assist the committee responsible for the monitoring of necessary maintenance of parish buildings and other properties, with special effort in preventative maintenance by providing the financial impact of schedules and timelines.

### 3.3 Financial Planning

The finance council is to

1. **Prepare an annual budget** for both operating and capital expenditures of the parish for presentation to the parish general assembly based upon:
  - Goals and objectives of the parish as determined by the pastor and the parish pastoral council
  - Input from committees of the parish pastoral council
  - Financial patterns of the parish from previous years
  - Financial estimates for the future needs of the parish
2. **Examine operating costs** of the parish to ensure that financial resources and goals are compatible and meet with the approved budget. A variance analysis of budget to actual expenditures will help the council make financial related decisions.
3. **Submit** proposals to the pastor or parochial administrator based upon:
  - A study of parish revenue
  - Recommendations for maintaining or increasing revenue through fundraising to meet parish objectives and priorities

### 3.4 Financial Management

- Determine whether the parish is complying with the intentions of donors who have made donations for specific purposes and communicate the results to the pastor and Executive Committee
- Collect donations and other revenues.
- Track donations of parishioners and visitors and, where a parish is designated as a charitable organization, prepare donation receipts.
- Repay debts, both capital and interest.
- Invest funds securely in accordance with eparchial guidelines.
- Keep financial records in order.

- Keep financial documents secure.
- Prepare reports on the financial position of the parish on an annual basis for submission to the chancery office and for presentation at the AGM
- Share monthly or quarterly and annual financial statements with the pastor
- Present to the parish an audited annual account of the parish financial situation.
- Request permission from the bishop for all expenditures over \$15,000.
- Provide advice on all other acts of extraordinary financial administration.
- Complete and submit all forms and requests for information in compliance with government requirements and eparchial requests.

### 3.5 Parish Administration

The finance council is to ensure that the pastor or parochial administrator:

- observes church and civil law in all matters, paying particular attention to those relating to the hiring of personnel (and payment of salaries) as well as observing the Church's social teaching.
- maintains all records considered confidential (i.e. donations of donors, police information checks).
- secures the bishop's permission before initiating or contesting lawsuits in civil courts.
- observes testamentary (last wills) clauses when goods are left to the parish.

### 3.6 Acquisition of Goods and Purchase of property

As a subsidiary of the Episcopal Corporation, the parish may purchase, acquire, take, have, hold, receive, possess, retain, and enjoy, property, real or personal, corporeal or incorporeal, necessary for the fulfillment of its mission in close consultation with the Eparchial Finance Office. The purchase limits are established as follows:

- The pastor or parochial administrator with the support of the Executive Committee may spend XX without the approval of the Finance Council, which should be informed of the purchase(s) at the next scheduled meeting. In cases where the pastor or parochial administrator fails to receive the approval of the members of the Executive Committee, he may appeal to the Eparchial Finance Officer. However, he is encouraged to make every effort to achieve a consensus before appealing to the chancery.
- Amount between XX and XX require the approval of the Finance Council
- Amounts exceeding XX require the approval of the Eparchial Finance Officer
- All major improvements to the church property require the approval of the Eparchial Finance Officer

### 3.7 Disposal of property

As a subsidiary of the Episcopal Corporation, the parish may, with the approval of the Eparchial Finance Officer, sell, convey, exchange, alienate, mortgage, lease, or demise, any real or personal property held by the parish whether by way of investment for the uses and purposes of the parish.

### 3.8 Borrowing

As a subsidiary of the Episcopal Corporation, the parish may, with the approval of the Eparchial Finance Officer:

- borrow money upon the credit of the parish
- limit or increase the amount to be borrowed
- make, draw, accept, endorse or become party to promissory notes and bills of exchange

It should be noted that working with the chancery office is to the financial advantage of the parish as the collective negotiating potential of the Episcopal Corporation is greater than that of any individual parish.

### 3.8 Clergy Remuneration

Parish clergy is to be remunerated according to Eparchial Clergy Remuneration Guidelines (See Addendum, No 3). The finance council works with the Eparchial Finance Officer to determine the salary of full-time and part-time clergy serving in the parish.

### 3.8 Rentals

LONG-TERM and SHORT-TERM

To be drafted with an example of a typical rental agreement in addendum

## 4. Safeguarding

Each parish must appoint a **Parish Coordinator of Care** to assist the pastor in implementing the Eparchial Safeguarding Policy, including the screening and training of employees and volunteers as required in their particular parish, as well as the maintenance of all records and the tracking of all screening and training requirements for all parish employees and all volunteers in a position of trust.

**ANNETTE: This is where you might add a simple description of the need to foster safeguarding in the parish and the role/key responsibilities of the Parish Coordinator Care / Relationship with the Eparchial Coordinator of Care. If the Safeguarding policy is too**

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lengthy to append to the present document, a hyperlink might be added to the full text of the Eparchial Safeguarding Policy, and any other pertinent documents.

## C. Addenda (related Documents)

### Addenda 1: Parish Pastoral Council Statutes

**THE EPARCHY OF TORONTO AND EASTERN CANADA  
STATUTES OF THE PARISH PASTORAL COUNCIL  
(Promulgated: 2021-09-21)**

#### **INTRODUCTION**

The Church of Christ is a community of persons who, through the Mystery of Baptism, are freed from sin, reborn to new life and have become her full members. Indeed, through this Mystery of Baptism the faithful form the People of God, and are called to fulfill the mission which the Lord commends and entrusts to the Church to carry out in the world.

Being her members, the faithful are called to care for the good of the entire body, which is the Church—the mystical Body of Christ. This consciousness of co-responsibility for the good of the Church is placed in a person’s heart from a young age, so that, as each person grows, they see themselves as members of the Body of Christ not only by formal membership, but also by active participation in the life of a specific parish community. As they grow, young people, in addition to common spiritual values, should develop a sense of co-responsibility and concern for the good of the community to which they belong.

Since Christ's Church is the “ark” in which people are called to find salvation, all the faithful should be concerned about the salvation of all her members—those showing initiative and those less active. The Church through the authority of her hierarchs is called to preach salvation and proclaim that the kingdom of God is at hand, and this is why all her members, under the leadership of a shepherd and spiritual father should, solely under his direction, organize diverse pastoral initiatives that would help convert people towards a life in Christ through the Holy Mysteries in the Church of Christ, founded on Peter (cf. Mt 16,18).

The hierarchical structure of Christ’s Church also has a fundamental goal—to proclaim the kingdom of God and ensure that this “proclamation” not bypass anyone. The Church accomplishes this pastoral ministry in concrete places (parishes) with parish clergy supported by a pastoral council, whose members, having been selected according to these statutes, are called to provide effective assistance to the pastor in all pastoral-evangelical initiatives of the parish.

The Church calls on the clergy and faithful to recognize their shared responsibility in a parish community, taking on duties to promote its development and activity. And when a duly-appointed pastor or administrator presides over a pastoral council, it is to develop consensus, foster

cooperation and encourage an exchange of gifts and talents, so that they might be placed at the service of the Church and her mission.

### **GENERAL GUIDELINES**

**Art. 1.** TEXT OF DECREE ESTABLISHING A PARISH PASTORAL COUNCIL: In accordance with the prescriptions of can. 295 of the Code of Canons of the Eastern Churches (CCEO) which states: “In the parish there are to be appropriate councils dealing with pastoral and economic matters, according to the norms of the particular law of its own Church sui iurus,” and can. 41 of the Canons of the Particular Law of the Ukrainian Greek Catholic Church (UGCC PL), in “(name of parish)” parish<sup>1</sup>, a parish pastoral council (hereinafter—pastoral council) has been established, which serves the parish community for the growth of the entire Church and the fulfillment of her mission in the world.

**Art. 2.** The pastoral council is an advisory body in the parish. It is established in order to systematically discuss, together with the pastor or administrator, the pastoral situation of the parish, with special focus on the mission of the parish community which is a place to proclaim the Word of God, sanctify the People of God, grow spiritually and serve one’s neighbour.

**Art. 3.** Deciding questions which pertain to the pastoral office are solely the competence of the pastor or administrator who bears responsibility for the parish before the eparchial bishop. The pastor or administrator should readily hear out the advice of the pastoral council and give its proposals due consideration in the course of making decisions.

**Art 4.** Should systematic and substantial differences emerge between the decisions of the pastor or administrator and the advice of the pastoral council, the matter can be referred to the local hierarch for consideration.

**Art. 5.** In their activities, the pastoral council is guided by the Code of Canons of the Eastern Churches, the Canons of the Particular Law of the Ukrainian Greek Catholic Church, the UGCC Parish Directory, the decrees and guidelines of the eparchial bishop and these statutes.

### **STRUCTURE AND MEMBERSHIP**

**Art. 6.** Only adult persons over the age of 18 can be invited to serve on the pastoral council. Members must: belong to the Ukrainian (Greek) Catholic Church, be of good faith, lead a moral way of life, take an active part in the life of their parish, be distinguished by gifts of wisdom, prudence, the ability to engage and cooperate with other people, have expertise in a particular area, useful for ministry, and demonstrate a readiness to dedicate their time and skills for the good of

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<sup>1</sup> Give the name of the parish according to the decree of the eparchial bishop.

the parish community. Such persons should have a temporary or permanent place of residence on the territory of the parish, in accordance with the prescriptions of CCEO can. 912.

**Art. 7.** The pastoral council includes:

- 1) members by virtue of the law and their office: pastor or administrator, pastoral associates, deacons; representatives from every institute of consecrated life, active in the parish;
- 2) lay members of the parish, elected by the parish community: men and women who meet the requirements foreseen in Art. 6 of these statutes;
- 3) members, appointed by the pastor or administrator, in view of their special competence or potential contribution.

**Art. 8.** The pastor is the president (or head) of the pastoral council.

**Art. 9.** The number of members on the pastoral council may vary depending on the size of the parish and its degree of activity. Generally, the number of members should not be less than 5 and not exceed 20.

**Art. 10.** The members of the pastoral council are selected at a general assembly of parishioners. The pastor or administrator is required to inform all parishioners at least three weeks prior to convening a general assembly.

**Art. 11.** For elections, the pastor should invite the protopresbyter (dean) of the given district to represent the eparchial bishop.

**Art. 12.** Elections are to be held according to the prescriptions of CCEO can. 947-960.

**Art. 13.** The pastor or administrator appoints up to one-third of the parish council membership, taking into account those mentioned in Art. 7, par. 3 of these statutes. Two-thirds of the parish council membership are selected by the parishioners themselves, by an election process foreseen in Art. 7, par. 2 and in accordance with Art. 6. The pastor or administrator may form a nomination committee to assist in the election process.

**Art. 14.** A secretary, whose responsibility is to record the minutes of the pastoral council, shall be chosen from among the elected or appointed members of the council.

**Art. 15.** If not determined by the election process, prior to confirmation, appointed or elected council members shall propose a first-councilor or vice-chairman from among the lay members of the council, to work closely with the pastor or administrator and secretary in facilitating and coordinating the work of the pastoral council. Within 15 days from the selection of the pastoral

council, the pastor is to submit to the local hierarch a request to confirm the composition of the council and its officers. The pastoral council lawfully begins its activity only after it is confirmed by the local hierarch.

**Art. 16.** Members of the pastoral council shall make a promise to faithfully execute their duties (the text of the promise is at the end of these statutes).

**Art. 17.** The ministry of a pastoral council is by nature a public service, and thus no one is to expect remuneration for it.

**Art. 18.** The mandate of a pastoral council is generally for three years. Council members can serve for another subsequent term, but it is advisable that council membership be at least partially changed with each term.

### COMPETENCE

**Art. 19.** The fundamental and primary task of a pastoral council is to support the pastor or administrator by advising and assisting him in his apostolic and social-charitable activity in the parish. In this, a pastoral council has the right to propose its own initiatives, especially in the area of catechesis and education of the faithful of any age and status<sup>2</sup> and in the area of charitable ministry<sup>3</sup>, and to effectively support the pastor or administrator in their implementation, to make every necessary effort to develop various lay initiatives, movements and communities<sup>4</sup>.

**Art. 20.** The other functions of a pastoral council are:

- 1) to initiate and develop apostolic initiatives among the parishioners;
- 2) to coordinate various religious initiatives;
- 3) to assist the parish clergy and catechists in their pastoral work;
- 4) to care for the sick and elderly members of the parish, especially those who are in need of assistance;
- 5) to promote the development and deepening of prayer and religious life in the parish;
- 6) to foster the formation of good public opinion about the Church, the parish itself and the clergy;
- 7) to promote the preservation and development of an ecclesial and public consciousness, founded on Christian principles, among the members of the parish community;
- 8) to cooperate with all organizations active within the parish.
- 9) in cooperation with the parish finance council, to care for adequate financial security and preservation of parish property;
- 10) to support and help coordinate the pastoral activity of the parish in accordance with the decrees and instructions of the eparchial bishop;

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<sup>2</sup> See CCEO c. 289 §1, 619.

<sup>3</sup> See CCEO c. 289 §3.

<sup>4</sup> See CCEO cc. 18, 19.

- 11) to assist the pastor in implementing parish pastoral planning, in accordance with the *Handbook for Pastoral Planning*;
- 12) to refer to the parish finance council pastoral needs which are of a material and financial nature;
- 13) to assist the clergy of the parish to care for the beauty, cleanliness of the parish church, of other church facilities, parish buildings and adjacent territory;
- 14) to assess and analyze the true state of parish life and propose action for improvement and perfection, for correction of possible flaws, deficiencies;
- 15) to fulfill other tasks and services at the request of the pastor or administrator.

## **ACTIVITY**

**Art. 21.** Meetings of the pastoral council should occur:

- 1) at least three times a year;
- 2) when the pastor considers it necessary;
- 3) during a canonical parish visitation or out of another necessity, by special decision of the local hierarch.

**Art. 22.** Convening pastoral council meetings, setting agenda items and presiding at meetings is the sole competence of the pastor or administrator. He may invite another council member—another member of the parish clergy or the first-councilor—to preside over a part of or the entirety of a council meeting to work through the agenda on his behalf. However, a parish pastoral council cannot meet without the pastor or administrator present, unless permission is granted by the local hierarch.

**Art. 23.** Members of the pastoral council have the right to add their proposals to the agenda of a meeting, having informed the pastor or administrator beforehand.

**Art. 24.** In the event of a justifiable absence of the pastor or administrator due to illness or other unforeseen circumstances, a temporary president may be appointed by the dean (protopresbyter) to preside at a meeting of the pastoral council, having received permission from the bishop beforehand.

**Art. 25. §1.** All voting, that occurs during meetings, expresses the will of the pastoral council. A decision is considered adopted when it is approved by an absolute majority of those present. When the number of votes is equal, then the president casts the determining vote.

**§2.** A decision, accepted by the majority, no matter how important, nevertheless is of an advisory nature. The final decision regarding its implementation belongs to the pastor or administrator, and in general to the competent ecclesiastical authority.

**Art. 26.** Decisions (motions and action items) of the pastoral council are recorded in the minutes.

**Art. 27.** Pastoral Council meeting minutes should be signed by the pastor or administrator and recording secretary once they have been formally accepted by the council. Once signed, they are to be retained in the parish archives.

**Art. 28.** The pastor or administrator can invite competent persons to a meeting of the pastoral council due to their knowledge or expertise, to assist in addressing matters of interest to the pastoral council.

**Art 29.** The consideration of matters related to parish finances and property are the competence of the parish finance council, the functions of which are determined by separate statutes. If the need should arise, the pastoral council may offer advice and make recommendations to the parish finance council, especially in regard to resources associated with the pastoral activity and mission of the parish.

**Art. 30.** Important decisions of the pastoral council are to be communicated to all parishioners by whatever means are available: verbally during announcements after a service, in print in the Parish Bulletin or on a parish bulletin board; electronically, if the parish has an email list.

**Art. 31.** All members of the parish have the right to show interest in the activity of the pastoral council and express their proposals and observations regarding its activity or decisions.

#### **LOSS OF MEMBERSHIP AND SUSPENSION OF ACTIVITY**

**Art. 32.** The loss of status of a member of the pastoral council occurs in case of death, resignation, expiration of election term or with a council member establishing permanent residence outside the canonical territory of the parish, or upon removal for just cause.

**Art. 33. §1. Grounds for loss of membership on the pastoral council include:**

- 1) an unjustified absence from meetings of the pastoral council twice in a row;
- 2) behaviour that causes great damage to the parish and the good of the Church, immoral behaviour, apostasy from the faith or from unity with the Catholic Church, sowing discord, disobedience to ecclesiastical authority.

**§2. In order to protect a person's confidentiality and right to privacy, a pastor or administrator may present grounds for expulsion to the bishop, who decides how to proceed in the matter.**

**Art. 34.** At the request of the pastor or administrator, the local hierarch can dissolve the pastoral council if the council does not fulfill its tasks, exceeds its powers, or if its activity causes damage to the parish community.

### **FINAL PROVISIONS**

**Art. 35.** The eparchial bishop has the right to introduce amendments and additions to these statutes, or issue special provisions and restrictions applicable to a specific parish or group of parishes.

**Art. 36.** These statutes, when approved by the competent ecclesiastical authority, shall come into force from the moment of their promulgation, according to the norms of the law.<sup>5</sup>.

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<sup>5</sup> See CCEO c. 1489 §2.

## PROMISE

(This promise can be solemnly made before the parish community at the tetrapod. A common sheet can be prepared for multiple signatures on the basis of the text provided here.)

*I, (say your first name and surname), in accepting the responsibilities of member of the parish pastoral council of \_\_\_\_\_ (name of parish), in the name of the Most Holy Trinity, promise to conscientiously fulfill the responsibilities placed upon me within the limits and in the manner prescribed by the Code of Canons of the Eastern Churches, by the Canons of the Particular Law of the Ukrainian Greek Catholic Church and applicable statutes. So help me, God, One in the Holy Trinity and all the Saints, through the prayers of the most holy Mother of God and all the saints, and this Holy Gospels.*

1. Place Promise Made (city, church/parish):
2. Date and Saint's Day:
3. Name of Member (First Name and Surname):
4. Pastoral Council Member's Signature
5. Pastor's Signature

## Addenda 2: Parish Finance Council Statutes

### **THE EPARCHY OF TORONTO AND EASTERN CANADA STATUTES OF THE PARISH FINANCE COUNCIL (Promulgated: 2021-09-21)**

#### **INTRODUCTION**

The Church of Christ is a community of faithful who, having accepted the gift of salvation offered by our Lord, advances toward the kingdom of God. For a human being, to be on this path to salvation and to move toward eternity in heaven is the meaning of life on earth. Indeed, by living on earth and receiving what God has revealed as truth and what the Church presents for our belief, a person draws nearer to the blessed future that the Lord has prepared for those who love Him.

But as long as a person lives on earth, his or her life has a dual purpose: to care for the salvation of their souls by showing due regard for actively participating in the life of the Church through the Holy Mysteries, and also to care for the dignity of our body or of the human person as a whole, as that is what accompanies earthly life up to the moment of death.

Given that humans are social beings, their lives on earth are spent in community with other persons and they partake of material processes which, to a greater or lesser extent, involve all human beings on the planet. Also, through the Mystery of Baptism a human being comes to belong to another community, one that fulfils its spiritual mission in a material world.

In this manner, a baptised Christian belongs to the parish of a defined territory within which the faithful live, and thus they form the “membership” of this ecclesial unit. The formation, life and activity of this community also require material resources. A healthy parish is expected to be financially self-reliant and exercise good stewardship, as each faithful member should be aware of his or her responsibility for the development and life of the community-family, to which he or she belongs.

The pastor or administrator of a parish is responsible for all processes related to material expenses, that is, for the acquisition and administration of necessary resources. In order to assist him, the Church calls for the creation of a parish finance council. All members of the council, elected and confirmed in accordance with these statutes, have a duty to assist the pastor or administrator and, solely under his leadership, to care for the financial and material needs of the parish community, the parish church, and everything associated with the life and activity of parish.

The parish finance council should provide assistance and search for adequate resources to ensure that the Church of Christ has the possibility to properly fulfil its mission of “proclaiming God’s kingdom.” This includes various pastoral initiatives, for example, catechesis for children and the youth, Christian camps, pilgrimages, etc., which may require considerable financial costs, as well

as the proper maintenance of the church and the support of parish priests. The council should foster a missionary spirit (to help the pastor finance catechetical initiatives and evangelization) and a spirit of mercy (to help support works of mercy in different areas).

### GENERAL GUIDELINES

**Art. 1.** TEXT OF DECREE ESTABLISHING A PARISH FINANCE COUNCIL: In accordance with the prescriptions of can. 295 of the Code of Canons of the Eastern Churches (CCEO) which states: “In the parish there are to be appropriate councils dealing with pastoral and economic matters, according to the norms of the particular law of its own Church sui iurus” and with can. 41 of the Canons of the Particular Law of the Ukrainian Greek-Catholic Church (PL UGCC) in “(name of parish)” parish<sup>6</sup> [1] a parish finance council (hereafter— finance council) has been established as a body that serves the parish community.

**Art. 2.** The finance council is an advisory-consultative body, called to assist the pastor or administrator through their recommendations in the financial and material spheres of parish activity.

**Art. 3.** According to the prescriptions of church law, only the pastor or administrator directs all activity of the parish, and, therefore, in all matters related to finances, material assets and maintenance, only he speaks on behalf of the parish.

**Art. 4.** In its activity the finance council does not replace the pastor or administrator in the administration of parish assets.

**Art. 5.** In its activity, the finance council is governed by the Code of Canons of the Eastern Churches, the Canons of the Particular Law of the Ukrainian Greek Catholic Church, the Parish Guidelines of the UGCC, decrees and instructions issued by the eparchial bishop, and these statutes, with due regard for civil legislation where applicable.

### COUNCIL STRUCTURE AND MEMBERSHIP

**Art. 6.** The pastor or administrator is the president or chairman of the finance council, and normally presides over its meetings. He is expected to heed the opinion of the finance council and work towards developing a consensus in matters addressed by the council.

**Art. 7.** Adults over the age of 25 may serve in the finance council who: are members of the Ukrainian Greek-Catholic Church, have relevant expertise, lead a moral and honest way of life, take an active part in the life of the parish, are distinguished by the gift of wisdom, prudence, the ability to cooperate with others and a willingness to share their time and talents for the good of the parish, as well as demonstrate leadership through their own generosity. Such persons should have

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<sup>6</sup> Give the name of the parish in accordance with the decree of the eparchial bishop.

temporary or permanent domicile within the territory of the parish according to the prescriptions of CCEO can. 912. Also, prior to serving in the council all members are required to produce a current (issued within the past year) criminal records police check, a copy of which shall be kept in the parish files. Members of the finance council are normally chosen from among the members of the parish pastoral council.

**Art. 8. §1.** The finance council normally consists of 4 or 6 members, but the number of members may vary depending on the size of the parish and its financial activity.

**§2.** Members of the finance council serve for a period of 3 years. They can serve for another subsequent term, but it is advisable that its membership be at least partially changed with each term. Permission to serve more than two consecutive terms must be obtained from the bishop in writing.

**Art. 9. §1.** The pastor or administrator appoints members of the finance council, having consulted with the parish pastoral council. As part of the consultation process, he is encouraged to seek the advice of his dean and the eparchial chancery office, especially the Eparchial Finance Officer.

**§2.** Those who are related to the pastor or administrator up to the fourth degree inclusive of consanguinity or affinity are excluded from membership in the finance council.<sup>7</sup> Close relatives (e.g. spouses, siblings, children, godparents) cannot serve together on the finance council. In order to avoid potential conflict of interest, also excluded from membership in the finance council are directors, officers or employees of banking institutions where the parish has accounts or conducts financial operations.

**Art. 10.** The parish treasurer (accountant) by virtue of his/her office is a member of the finance council. His/her duties also include keeping track of parish revenues and expenses and entering them into the appropriate financial records. The first councilor or vice-chairman of the parish pastoral council should also be invited to serve in the finance council by virtue of his/her office.

**Art. 11.** If deemed necessary, in order to better organize its work, the finance council may choose a secretary from among the members of the council.

**Art. 12.** The pastor or administrator informs the local hierarch in writing regarding the creation of a finance council, and submits to him a list of its members for confirmation. Whenever there is a change in membership, the chancery office shall be informed in writing and the bishop be asked to confirm the change.

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<sup>7</sup> See CCEO, can. 263.

**Art. 13. §1.** The finance council lawfully begins its activity only when its membership is confirmed by the bishop and its members publicly promise to faithfully execute their duties (the text of the promise is found below, attached to these statutes).

**§2.** All appointed members are to sign the text of the promise. This document is retained in the parish archives.

### MANDATE

**ART. 14.** In matters pertaining to expenses for an amount that exceeds a third of the average monthly income of the parish, and other significant expenditures, the pastor or administrator is obliged to consult with the finance council, with due regard for Art. 15.

**Art. 15.** The sale or purchase of parish assets and other significant expenses which exceed the limit established by the eparchial bishop require the approval of the eparchial finance office. Additionally, major sales, long-term leases, purchases, repairs or renovation projects exceeding the amount established by the bishop<sup>8</sup> shall be subject to review by the Eparchial Finance Council.

**Art. 16.** The tasks of the finance council are:

- 1) to assist the pastor or administrator in the administration of movable and immovable parish assets;
- 2) to engage in seeking additional funds for the needs of the parish, in addition to the ordinary offerings of the faithful;
- 3) to propose the minimum size of ordinary offerings from the faithful, designated for the parish;
- 4) to care for and assist in the proper collection of contributions and offerings.
- 5) to ensure that charitable income tax receipts are issued and reports are filed with Canada Revenue Agency in a timely fashion. When filing the annual “Registered Charity Information Return” or T-3010 Form, in the “Directors/Trustees and Like Officials Worksheet” (Form T-1235), finance council members should be listed as “Councilors”. (Note that additional provisions may be applicable for parishes in the province of Quebec.<sup>9</sup>)
- 6) to follow eparchial guidelines and directives regarding parish finances.

**Art. 17.** Among the tasks of the finance council is the preparation of an annual budget of expected income and expenses to support the activity of the parish in the coming year.

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<sup>8</sup> Currently established at \$25,000.

<sup>9</sup> In Quebec parishes where the bishop has provided for the incorporation of the Finance Council according to provincial legislation regarding “fabriques” the pastor remains the president or chairman of the parish fabrique. As pastoral and finance councils have distinct functions, the fabrique remains at the service of the pastoral council and fulfils its civil responsibilities with due regard for the mission of the parish and established canon law.

**Art. 18.** At the end of each calendar year, the pastor or administrator informs the community regarding the activity of the finance council, and the treasurer (accountant) presents a financial report before the entire parish.

**Art. 19.** A copy of the annual report and annual budget shall be sent to the eparchial finance office.

### ACTIVITY

**Art. 20.** The finance council should meet at least four times a year. Its meetings are not open to the general public.

**Art. 21.** Meetings of the finance council, especially extraordinary meetings, are convened by the pastor or administrator on his own initiative or at the request of at least one-half of its members.

**Art. 22.** The agenda of the meetings of the finance council is approved by the pastor or administrator, having consulted with the treasurer and other council members.

**Art. 23.** In particular cases and at the request of the pastor or administrator, members of the finance council are bound to maintain confidentiality in regard to matters being discussed.

**Art. 24.** The secretary or, in his/her absence, one of the members of the finance council records the minutes of the meeting, to be retained in the parish archives. It is important to make a record of who was present, which questions were considered, where and when the meeting was convened, and what decisions were adopted. The minutes should be signed by the pastor or administrator and recording secretary once they have been formally accepted by the council. If the pastor or administrator invites a council member to chair all or part of a council meeting, he must still be present throughout the meeting and sign the minutes.

**Art. 25.** The pastor or administrator may invite other persons to a meeting of the finance council to provide consultative and professional assistance, but without the right to vote, in particular, when deliberating important decisions regarding finances or assets.

**Art. 26.** With the approval of the pastor or administrator, information discussed at finance council meetings, may be made known to all parishioners either verbally in church announcements, or by publishing it in the Parish Bulletin, if there is one, or by posting the information on a parish bulletin board with due regard for Art. 23.

**Art. 27.** Members of the finance council fulfill their ministry for the good of the Church and, accordingly, no member shall expect remuneration for this ministry.

**Art. 28.** All members of the parish have the right to show interest in the activities of the finance council and express their proposals and observations regarding matters that should be considered, or relating to the activity or decisions of the finance council itself.

#### **LOSS OF MEMBERSHIP AND SUSPENSION OF ACTIVITY**

**Art. 29. §1.** The loss of status of a member of the finance council occurs upon death, resignation, expiry of term of appointment or in connection with a council member establishing a permanent residence outside the canonical territory of the parish, or upon removal for just cause.

**§2.** A member of the finance council may be removed by the pastor or administrator, if he or she misses two consecutive meetings without justification, or has engaged in conduct inconsistent with the doctrine of the Church. In such cases consultation with the chancery office is mandatory.

**Art. 30.** The pastor or administrator, having consulted with the parish pastoral council and the eparchial bishop, can dissolve the finance council if:

- 1) the council does not fulfill its tasks (e.g. it fails to meet several times in a row, despite being informed of meetings by the pastor or administrator; it leaves certain issues unresolved or ignores their consideration, etc.);
- 2) it exceeds its powers;
- 3) its activity causes damage to the state of the parish's finances or assets.

#### **FINAL PROVISIONS**

**Art. 30.** The eparchial bishop has the right to introduce changes and amendments to these statutes, or issue special provisions and restrictions applicable to a specific parish or group of parishes.

**Art. 31.** These statutes, approved by competent ecclesiastical authority, shall come into force from the moment of their promulgation, according to the norms of the law.<sup>10</sup>

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<sup>10</sup> See CCEO, can. 1489, §2.

## PROMISE

(This promise can be solemnly made before the parish community at the tetrapod. A common sheet can be prepared for multiple signatures on the basis of the text provided here.)

*I, (say your first name and surname), in accepting the responsibilities of member of the parish finance council of \_\_\_\_\_ (name of parish), in the name of the Most Holy Trinity, promise to faithfully fulfill the responsibilities placed on me, within the limits of and according to the Code of Canons of the Eastern Churches, the Canons of the Particular Law of the Ukrainian Greek Catholic Church and applicable statutes. So help me, God, One in the Holy Trinity and all the Saints, through the prayers of the most holy Mother of God, and this Holy Gospel.*

1. Place Promise Made (city, church/parish):
2. Date and Saint's Day:
3. Name of Member (First Name and Surname):
4. Finance Council Member's Signature
5. Pastor's Signature

## Addenda 3: Clergy Remuneration Guidelines

### **EPARCHIAL GUIDELINES REGARDING CLERGY RENUMERATION**

**“The labourer deserves his wages” (1 Timothy 5:18)**

**(To be updated and promulgated)**

The Eparchy recognizes the right of its priests serving in pastoral ministry to be fairly and justly remunerated. As a result, it is committed to regularly review the level at which priests assigned to parishes are remunerated and the process by which that occurs (the first review shall take place in 2024).

Further, the Eparchy commits to the following principles:

- i. The level of remuneration for full time priests (pastors or administrators) shall be at or exceed the living wage for the locale where the priest is assigned;
- ii. Arrangements to ensure an adequate level of remuneration are the responsibility of the parish finance council with guidance from the Eparchial Finance Officer;
- iii. When a priest is being transferred to a new parish the Eparchial Chancery will normally ensure the level of remuneration is consistent with the cleric’s prior remuneration;
- iv. Annual salary shall receive a cost of living adjustment annually. The level of that adjustment shall be determined by the Eparchial Finance Officer;
- v. The clergy will be informed of the recommended remunerations levels after each review.

#### **Minimum remuneration for clergy:**

1) The following are to be included in the **total remuneration package** of clerics serving in the Eparchy: base salary, possible adjustments based on geography and/or parish size, a car allowance, a housing allowance (either providing a parish home or a cash allowance), and estimated stole fees based on previous parish history. Parish clergy are entitled to an annual cost of living adjustment (COLA) (the chancery shall inform the parish of the amount when the figure becomes available from Statistics Canada).

2) **Pastor/Full-time Administrators** shall have a minimum base salary of \$2,665.00/monthly. The car allowance shall be based on travel on parish duties and can be a regular monthly allowance or a reimbursement based on a chancellery determined fair per km rate. Should the incoming priest wish to decline the parish residence his reasons must be outlined to the Vicar-General (see CCEO canon 292) and only with his approval shall the priest be free to establish an alternate residence. The cash value of the housing allowance shall be equal to the rental value of the residence (in such a circumstance there will be no remuneration for additional housing costs).

If the priest resides in the parish residence all utilities, phone, and internet shall be paid by the parish.

3) **Full-time assistant/sotrudnyk:** a minimum base salary of \$2,387.85/monthly. The car allowance shall be based on travel on parish duties and can be a regular monthly allowance or a reimbursement based on a centrally determined fair per km rate. The housing allowance shall be determined based on the rental value of an acceptable residence within a reasonable distance from the church. An equitable distribution of stole fees will be established by the pastor/administrator in consultation with the Vicar-General.

4) **Part-time administrator:** A part-time administrator shall be responsible for sacramental celebrations including all Sunday and major feast day services, regular pastoral ministry and oversight over the parish administration. His remuneration shall include a base salary of \$1,279.20/monthly (no vacation pay). The car allowance shall reflect travel on parish duties from the parish office. There will not be any compensation for housing.

5) **Sunday Liturgy substitution:**

Travel distance shall be measured from the priest's place of residence to the church where he will be celebrating the Liturgy. The distances are based on one-way travel.

0-50 km: \$225.

51-499 km: \$265. If the destination parish is over 500 km from the substitute priest's residence air travel should be considered and the priest should receive a stipend of \$225 plus expenses.

If a cleric is expected to serve an additional liturgy, the stipend shall be \$50 for each additional service.

6) **A part-time assistant/sotrudnyk:**

a) \$225. for a priest who only serves a Divine Liturgy in a regular parish on a Sunday;

b) If a cleric serves Sunday services and occasional services during the week in a parish his compensation shall be determined by the parish pastor/

**AO: The distinction between full-time and part-time needs to be clearly defined. If a priest has a regular job from Monday-Friday (e.g. hospital or school chaplain) he is considered part-time for the purposes of these guidelines. Other distinctions: resides in the vicinity of the parish or commutes from afar. Keeps weekly office hours or only works on weekends.**

## Addenda 4: Eparchial Safeguarding Policy