

**THE UKRAINIAN CATHOLIC PARISH OF  
Dormition of the Most Holy Mother of God  
15608 104 Ave NW, Edmonton, AB**

**PROPOSED BY-LAWS  
(February 2022)**

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**Preamble**

We, parishioners, incorporated into Christ through baptism, are constituted the people of God. As such, we are called, each according to his or her own condition, to participate in the teaching, sanctifying and shepherding ministry of Christ, and to exercise the mission which God has entrusted to the Church to fulfill in the world.

The mission of our parish is understood in the light of the mission statement of the Eparchy of Edmonton, which is: "To lead people into an ever-closer communion with the Trinity by together living out the Gospel of Jesus Christ and the teaching and spirituality of the Ukrainian Catholic Church."

Together with our pastor, we recognize the authority of the bishop of the Ukrainian Catholic Eparchy of Edmonton, and we exercise our ministry in accordance with canon law; eparchial statutes, custom, and the Parish Pastoral Council Guidelines; and the Ukrainian Catholic Parishes Incorporation Act.

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**1. Article 1 – Parish Mission Statement**

- 1.1. The mission statement of the Ukrainian Catholic Parish of Dormition of the Most Holy Mother of God is: "to joyfully bring all people into the knowledge, love and service of the Holy Trinity, Who dwells amongst us."

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**2. Article 2 – Nature and Function**

- 2.1. The parish pastoral council, hereafter referred to as "Council," is a representative body of the parishioners in this parish, whose purpose is to promote the mission of the Church.
- 2.2. The Council is the main coordinating and unifying body of the parish and is responsible for overall parish pastoral development, formulating policies and procedures, developing goals and objectives for presentation at the Annual General Meeting, and for reviewing the implementation of those goals regularly.
- 2.3. The Council, in accordance with the teaching of the Church, shall have a consultative voice. It shall work in close collaboration with the pastor, who is entrusted by the bishop with the pastoral care of the faithful of the parish, and who represents the parish both in canon law and civil law. Through its insights, expertise and prudent advice, the Council will help the pastor identify, implement and evaluate those pastoral initiatives which are best suited to spreading the Gospel message.
- 2.4. The Council fulfills its responsibility by perceiving a particular pastoral need, studying it with prayer and dialogue, and proposing to the pastor and the parish a way to respond to that need.

- 2.5. The Council may employ a variety of decision-making procedures, including deferring a decision via a recommendation. These include executive decision, majority vote, minority decision, parish consultation, consensus decision making, and expert decision making.
- 2.6. Where the parish is civilly incorporated, The Ukrainian Catholic Parishes Incorporation Act permits the parish pastoral council to decide questions at meetings by a majority vote, keeping in mind that the pastor, duly appointed by the bishop, is the head of the parish. Where a meeting is held in the absence of the pastor, decisions made are subject to his approval.

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### 3. Article 3 - General Parish Membership

- 3.1. A parishioner is anyone who has been baptized, and has registered with this parish.
- 3.2. Registration is automatic with one's baptism within the parish.
  - 3.2.1. Registration can also be done through filling out a "Parish Registration Form" and submitting it to the parish.
- 3.3. Spouses, children and other dependants can be registered together so long as they dwell together in one household.
- 3.4. Registrations for each person need to be renewed on a regular basis in order to maintain accurate information.
- 3.5. If a person(s) leaves a registered household they need to register as a new household to retain their voting rights.
- 3.6. Typically those over the age of 18 have a right to vote in a general meeting, however if a youth shows adequate maturity and understanding they may vote.

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### 4. Article 4 – Membership of the Parish Pastoral Council

- 4.1. The Council shall consist of a minimum of five members and a maximum of fifteen members, in order to be more effective and less unwieldy.
- 4.2. All priests, deacons and religious assigned to the parish are ex-officio members.
- 4.3. Lay Council members must be a member of the parish, willing and able to share responsibility for the parish community.
- 4.4. Youth are able to be on the Council, and should be encouraged to do so especially if they are part of a parish youth organization.
- 4.5. All Council members and volunteers are expected to fully comply with the Eparchial "Working Together for Safer Environments" (WTFSE) Protocol. Membership is subject to the WTFSE committee.
- 4.6. One person representing each of the different areas of pastoral ministry in the parish (for example, liturgy, religious education, vocations, ecumenism, youth, finance committee, maintenance) may be selected/nominated to the Council.

- 4.7. Organizations within the parish which are councils/chapters of a parent organization, for example, UCYC, UCWLC, UCBC and K of C, may each have one representative on the Council with voting rights.
- 4.8. The pastor may appoint up to five additional members up to the maximum number of Council members.
- 4.9. The period of membership shall be for a one-year term.
- 4.10. A member may be removed from the Council if it is deemed by the executive that, for a serious reason, that member is not able to fulfill the obligations of Council member.
- 4.11. Any member failing to attend three consecutive meetings without reasonable explanation shall be deemed to have resigned.
- 4.12. A member who resigns from the Council shall do so in writing.
- 4.13. Vacancies shall be filled by appointment by the Council for the duration of the term.

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## 5. Article 4 – Officers and Executive

- 5.1. The pastor of the Council shall be the parish priest duly appointed by the bishop.
- 5.2. The officers of the parish, who form the Council Executive are the:
  - Chair,
  - Vice-Chair,
  - Secretary
  - Treasurer and
  - Finance Committee Chair,

all of whom are elected annually at the parish Annual General Meeting for a one-year term. They shall hold the same position for not more than three consecutive terms; however, they shall be eligible for re-election after an absence of at least one year.

  - And, three Directors.

Directors shall be elected for a 3-year term with only 1 director being elected each year and the terms of office overlapping so that only one 3-year term expires each year.
- 5.3. The non-elected members of the Council shall be:
  - The Pastor
  - The Immediate Past Chair (for one year following a change in Chairs with no voting rights)
  - Representatives of Church Organizations (as described in Article 3 of this document)

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## 6. Article 5 – Committees and Sub-Committees

- 6.1. The Council may establish committees and sub-committees to advise it on matters of special pastoral concern. Other people, because of their particular expertise and competence, may be included in these committees and sub-committees.

- 6.2. Each committee shall elect from its members a chairperson and a secretary.
- 6.3. Standing and ad hoc committees shall report to the Council through the chairperson. Sub-committees shall report to their respective committee.

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## 7. Article 7 – Parish Finances

- 7.1. The fiscal year of the Parish shall commence on January 1st and end on December 31st.
- 7.2. The Financial Report for the year must be approved at the Annual General Meeting of the Parish.
- 7.3. Authority for expenditures in excess of \$5,000.00 except in the case of regular accounts or expenditures approved in the Annual Budget, must have the prior approval of a majority of voting members of the Parish present at a Special General Meeting called and announced by the Pastor at least two weeks in advance specifically to deal with such expenditures.
- 7.4. Expenditures of \$15,000.00 or more must have the approval of the Eparchial Bishop.
- 7.5. All disbursements of funds in excess of \$500.00, except in the case of Regular accounts of expenditures approved in the Annual Budget, shall be approved at a Council meeting. In the case of emergency disbursements, the approval of any three members of Council will be considered adequate. Any such emergency disbursements must be reported at the next Council meeting.
- 7.6. Cheques issued by the Parish shall be signed by any two: The Pastor, the Treasurer, the President of the Council and the Chair of the Finance Committee.
- 7.7. An independent financial review or audit of the financial statements of the Parish should be done before, and presented at the parish's Annual General Meeting.
- 7.8. An independent financial review or audit of the financial statements may be requested or ordered by the Council at any time deemed necessary.

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## 8. Article 6 – Meetings

- 8.1. The Council shall strive to hold monthly regular meetings with the possible exception of July, August and December. All meetings shall be called by the pastor or in his absence, and with his consent, by the chair. Where a meeting is held in the absence of the pastor, all decisions are subject to his approval.
- 8.2. Special meetings may be called by the pastor or, in his absence and with his consent, by the chair. At least forty-eight hours of notice of special meetings shall be given to all council members. Only those matters pertaining to the stated purpose of the special meeting may be discussed.
- 8.3. An Annual General Meeting of the parish must be held within two months of the fiscal period year-end. Written notification shall be given to the parishioners by being printed in the parish bulletin for at least two consecutive Sundays prior to the meeting.

- 8.4. For all meetings, the chair prepares the agenda in consultation with the pastor. The agenda shall include matters pertaining to the mission of the Church.
- 8.5. Because of the unique nature of the Council, a short period of each meeting shall be given over to prayer and reflection on an appropriate passage from Sacred Scripture.
- 8.6. A quorum shall consist of one-third of the Council membership.
- 8.7. The pastor shall not vote at meetings; however, in the case of a tie, he shall have a casting vote.
- 8.8. Robert's Rules of Order shall govern the proceedings unless determined otherwise.
- 8.9. All meetings shall be held in open session, except for in camera sessions. Parishioners shall be permitted to attend but have no vote.
- 8.10. The agenda of the parish pastoral council regular meetings shall include:
  - Opening prayer
  - Approval of agenda
  - Approval of minutes
  - Pastor's report
  - Chair's report
  - Committee and/or Ministry reports
  - Business arising from minutes
  - Old business
  - New business
  - Education/study time
  - Closing prayer
- 8.11. The Annual General Meeting shall include:
  - Opening prayer and welcome by pastor
  - Selection of chair and secretary
  - Approval of agenda
  - Approval of minutes from the last Annual General Meeting
  - Business arising from minutes
  - Annual report of the parish pastoral council chair
  - Annual reports from the parish pastoral council committees
  - Annual financial statements and budget
  - Auditor's report
  - Nominating committee report
  - Elections
  - New business
  - Pastor's remarks
  - Closing prayer
  - Adjournment

- 8.12. The Annual General Meeting shall be announced by the Pastor at least four weeks in advance.
- 8.13. The Nominating Committee shall nominate candidates for each elected position of Council and the Finance Committee, shall obtain the approval of the pastor for the slate, and consent of each candidate before allowing the nomination to be presented at the Annual General Meeting.
- 8.14. The nominations made by the Nominating Committee shall be announced in the church at least three weeks before the Annual General Meeting.
- 8.15. Nominations may be made from the floor of the Annual General Meeting.
- 8.16. Only General Parish Members present at the Annual General Meeting are entitled to vote.
- 8.17. In the event there are two (2) or more nominations for any elected position of Council:
  - Voting at the Annual General Meeting shall be by secret ballot;
  - The Council shall cause to be prepared ballots showing names of the candidates nominated for a contested Council position;
  - All completed ballots will be deposited in closed ballot boxes under the supervision of the Pastor and the Chairperson of the Annual General Meeting;
  - After voting is completed, the ballots will be counted by the Secretary of the Annual General Meeting under the supervision of the Pastor, and the successful candidate shall then be announced to the annual General Meeting;
  - In the event of a tie vote, the Pastor shall have a deciding vote.
  - If it is a secret ballot, after the votes have been counted, and once the successful candidates have been announced, the ballots shall be immediately destroyed by the Pastor.

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## 9. Article 7 – Commissioning and Formation of Members

- 9.1. Council members shall be commissioned during a Sunday Divine Liturgy in the presence of the parishioners whom they represent.
- 9.2. New Council members shall receive training and formation in their role and responsibilities shortly after their election/appointment. They shall be provided with a copy of the Council by-laws, the Parish Pastoral Council Guidelines, and other pertinent documentation related to eparchial and parish policies and procedures.
- 9.3. The Council shall arrange for its entire membership an annual day of reflection on the nature and the mission of the Church.

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## 10. Article 8 – Approval of By-laws and Amendments

- 10.1. The by-laws shall not be amended, repealed or rescinded except by by-laws adopted by a vote of at least two-thirds of the members present at a parish Annual General Meeting or a special meeting duly called for that purpose.
- 10.2. The by-laws shall be reviewed at least every other year.

- 10.3. All proposed amendments to the by-laws shall be presented to the parish pastoral council not less than thirty days prior to the meeting at which such amendments are to be considered and shall be published in the parish bulletin together with the notice of call of such meeting.
- 10.4. No such by-laws shall have any force or effect, nor shall any committee have any powers until approved in writing by the bishop.
- 10.5. The approved by-laws are to be made available to the parish members, including being posted on the parish website, where one exists.

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**11. Article 9 – Reference to General Norms**

- 11.1. With regard to any matters not treated in the present by-laws, the norms of canon law and civil law shall be applied.

These by-laws were approved at a meeting of the members of the parish on the \_\_\_\_ day in the month of \_\_\_\_\_ in the year 20\_\_.

Pastor

Parish Pastoral Council Chair

These by-laws were approved by the bishop of the Eparchy of Edmonton on the \_\_\_\_ day in the month of \_\_\_\_\_ in the year 20\_\_.

Eparchial Bishop