

# **CONSTITUTION AND BY-LAWS**

**Section I - PASTORAL COUNCIL**

**Section II - FINANCE COUNCIL**

**HOLY CHILD ROMAN CATHOLIC PARISH  
REGINA, SASKATCHEWAN  
Revised FEBRUARY 2015**

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# INTRODUCTION

This Constitution and Bylaws for the Pastoral Council and Finance Council of Holy Child Roman Catholic Parish appears in two sections allowing the Pastoral Council and Finance Council to function as independents yet with the earnest intent that these two central parish organizations work in close collaboration with each other to accomplish their ends as defined in the Constitution and the Parish Mission Statement.

The Pastoral Council and Finance Council Constitution and Bylaws were approved and ratified March 1993; revised February 2003, February 2004, February 2014 and February 2015.

Rev. Danilo Rafael, Administrator  
Lynda Putzlocher, Chairperson

## **Mission Statement**

**We, the people of Holy Child Roman Catholic Parish, are a community of baptized Catholics living in the northeastern sector of Regina. We believe we are called to build the Kingdom of God through worship, service and education, under the guidance of the Holy Spirit, the direction of the Archbishop, and the leadership of the priest assigned to our parish.**

# **SECTION I: PASTORAL COUNCIL**

## **Article I Mandate**

1. As sharers in the role of Christ the Priest, the Prophet, and the King, the laity have an active part to play in the life and activity of the Church. Their activity is so necessary within church communities that without it the apostolate of the pastors is generally unable to achieve its full effectiveness. (Decree on the Apostolate of the Laity, #10)
2. "Canon 536 of the New Canon Law (1983) states:
  - 1) If, after consulting the council of priests, the diocesan Bishop considers it opportune, a Pastoral Council is to be established in each Parish. In this council, which is presided over by the parish priest, Christ's faithful, together with those who by virtue of their office are engaged in pastoral care in the parish, give their help in fostering pastoral action.
  - 2) The pastoral council has only a consultative vote, and is regulated by the norms laid down by the diocesan Bishop."

(Archdiocese of Regina Guidelines, April 2010, page 4)

As a parish community we are complying with the will of the Archbishop of Regina, as decreed in the revised Guidelines (April 2010).

## **Article II Composition**

1. The parish priest shall be a member of the Pastoral Council and an ex-officio member of all its committees. Members of the Pastoral Team as defined by the parish priest shall be non-voting members of the Pastoral Council.
2. The voting members of the Pastoral Council shall consist of:
  - a) an elected chairperson
  - b) an elected vice-chairperson
  - c) an appointed recording secretary (voting at AGM only)
  - d) chairperson or appointed representative of all standing committees, organizations and ad hoc committees.
  - e) elected members at large
  - f) other duly appointed or elected members as stated in the Bylaws.
  - g) Finance Council representatives (appointed by the parish priest as per the Bylaws)
  - h) an appointed parish representative to the Regina Deanery Pastoral Council

3. Standing committees include but not limited to:

- a) Liturgy
- b) Special Events
- c) Social Justice
- d) Youth Ministry
- e) Stewardship
- f) Ecumenism
- g) Human Resources

and Organizations:

- a) Catholic Women's League
- b) Knights of Columbus
- c) Men's Club

4. A position may be shared by two people, however, there shall be only one vote for that position.

Article III Eligibility

Only registered parishioners fully initiated in the Catholic Church and 16 years of age or older shall be eligible to serve on the Pastoral Council as set out in the by-laws.

Article IV Meetings

A. Annual General Meeting (AGM)

An Annual Meeting of the parish shall be called at the decision of the Pastoral Council prior to March 31st each year, for the purpose of:

- a) Reporting the activities of the Pastoral Council and its committees during the past calendar year.
- b) Reporting the activities of the Finance Council and its sub-committees.
- c) Electing members to the Pastoral Council.

Organizing/Nominating Committee

At a fall meeting of the Pastoral Council, an Organizing Committee shall be formed to organize the next year's AGM. If elections are required, a Nominating Committee shall also be formed as a subcommittee of the Organizing Committee to conduct the nomination and election process. The notice required to announce the AGM to the parish and the responsibilities of these committees shall be as outlined in the bylaws.

Term of Service

- a) The **chairperson and vice-chairperson** shall be elected for a three-year term of office. They may be elected for two consecutive terms. Prior to another re-election they must be absent from that position for one year. The chairperson and vice-chairperson shall have Holy Child Pastoral Council experience.

- b) **Standing committee representatives** shall be appointed from within the existing committee for a maximum of a three-year term. Exceptions may be approved by the Pastoral Council and are for a three year period.
- c) **Members at Large** - maximum of four shall be elected at the Annual General Meeting for a three year term with eligibility of re-election. One position shall be a Youth Member at Large.
- d) **Representative to the Regina Deanery Pastoral Council** - term of service shall be three years with eligibility of re-appointment.
- e) The **secretary** of the Pastoral Council shall be appointed by the parish priest or chairperson of the Pastoral Council and shall have voting privileges only at the Annual General Meeting.

B. Extra-Ordinary General Meeting

- 1. The chairperson of the Pastoral Council shall call a general meeting of the Parish when requested in writing stating the purpose if it is signed by:
  - a) at least 50 registered members of the parish; or
  - b) a majority of the Pastoral Council.
- 2. Notice of such a meeting shall be publicized two weeks in advance of the date selected.
- 3. Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at such a meeting.

C. Pastoral Council Meetings:

- 1. Regular meetings of the Pastoral Council should be held monthly, from August to June inclusive at a place, date and time designated by the chairperson. A minimum of seven meetings is required.
- 2. All Pastoral Council meetings shall be open to registered parish members.
- 3. In camera sessions, when confidential issues are discussed, shall be open only to Pastoral Council members and invited guests.

D. Extra Ordinary Pastoral Council Meetings:

- 1. The parish priest or chairperson may call a special Pastoral Council meeting on a three day notice to each member, stating the date, time, place and purpose of the meeting.

2. The parish priest or chairperson shall call a special meeting of the Pastoral Council upon the written request at least three members of the Pastoral Council. The request must set out the purpose of the special meeting. Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at such a special meeting.
3. In camera sessions, when confidential issues are discussed, shall be open only to Pastoral Council members and invited guests.

#### Article V Voting

1. At all meetings of the Pastoral Council, a simple majority of the voting members shall constitute a quorum for the transaction of business. The decisions of the majority of the voting members present at a meeting, at which a quorum is established, shall be decreed to be decisions of the Pastoral Council. In the event of substantial disagreement between the parish priest and the Pastoral Council, the Council, committee or parish priest may appeal to the Archbishop for guidance.
2. At all General meetings of the Parish, a simple majority of all registered parishioners 16 years of age or older who are present shall constitute a voting quorum.

#### Article VI Absenteeism

1. Courtesy requires that the chairperson, vice-chairperson, or parish office be notified of any absenteeism from a Pastoral Council meeting.
2. If any Pastoral Council member from a standing committee or an organization is unable to attend a meeting, it is his/her responsibility to arrange a suitable representative to attend.
3. It is the responsibility of any member unable to attend a meeting to obtain information from the meeting as soon as possible.
4. Any elected member of the Pastoral Council who absents him/herself from three consecutive meetings without just cause or notification, shall be deemed to have resigned and shall be so notified by the parish priest or chairperson.

#### Vacancies:

1. A vacancy in the office of chairperson shall be filled by the vice-chairperson who shall complete the unexpired term of the incumbent.
2. A vacancy in the office of vice-chairperson will be filled by nomination and majority vote from within the Pastoral Council. He/she shall complete the unexpired term.

3. A vacancy in the office of committee representative shall be filled by an appointed representative from said committee. He/she shall complete the unexpired term.
4. A vacancy in the position of Members at Large may be appointed by the parish priest to serve until the next Annual General Meeting, at which time a vote shall take place.

#### Article VII Committees of the Pastoral Council

1. The standing committees and other representatives are described in the by-laws. The Pastoral Council may establish or disband ad hoc committees as the need arises and committees must be consistent with Archdiocesan Protocol for Responsible Ministry Guidelines.
2. The purpose of each standing committee shall be set by that committee and then approved by the Pastoral Council.
3. The standing committees are to meet regularly as needed.
4. Each standing committee shall consist of as many members as required to carry out its program.
5. Members shall elect a chair, a secretary and any other offices necessary from the committee membership to assist in conducting the business of the committee.

#### Article VIII Bank Accounts

1. No bank accounts may be set up by any Pastoral Council committee or sub-committee without the permission of the parish priest, and the chairperson of the Finance Council shall be notified in writing.
2. Any Parish Group or Committee should file a copy of their monthly bank statement with the parish office, as well as an annual financial statement for December 31<sup>st</sup> of each year.

#### Article IX Bylaws

1. The Pastoral Council may approve bylaws for the purpose of carrying out the affairs of the parish.
2. Such by-laws shall not be in conflict with this constitution.
3. New by-laws or changes in former by-laws approved during a council term shall be reported at the next Annual General Meeting.



Article X Amending the Constitution

1. A general meeting must be called, as per Article IV, in order to make amendments to the Constitution.
2. The Constitution may be amended by a two-thirds majority of eligible registered parishioners present at the Annual General Meeting.
3. Two weeks' notice shall be given in the bulletin prior to the Annual General Meeting regarding a change to the Constitution.
4. The Constitution must be easily accessible to all parishioners.

# Appendix A

## Bylaws of the Pastoral Council

### Part A

#### Standing Committees and Organizations of the Pastoral Council

The Pastoral Council, being entrusted with the spiritual and temporal care and development of the parish, in conjunction with the parish priest, does hereby designate the following committees and the number of voting representatives to carry out its responsibilities (any additional approved committees established will have one representative):

- |                    |                     |
|--------------------|---------------------|
| a) Liturgy         | - 1 representative  |
| b) Special Events  | - 1 representative  |
| c) Social Justice  | - 1 representative  |
| d) Youth Ministry  | - 1 representative  |
| e) Stewardship     | - 1 representative  |
| f) Ecumenism       | - 1 representative  |
| g) Finance Council | - 3 representatives |

and does hereby designate the following organizations that may exist in the parish, to be represented on the Pastoral Council by 1 representative each:

- a) Catholic Women's League
- b) Knights of Columbus
- c) Men's Club

### Part B

#### Responsibilities (or relationships) of the Committees to the Pastoral Council

1. The Pastoral Council shall approve the purpose, responsibilities and authorities of each committee.
2. A committee shall approve the responsibilities and authorities of any of its sub-committees.
3. The purposes of all of the committees and sub-committees shall be a part of the Bylaws. These will be reviewed annually by each committee.
4. Committees shall own and operate under the Parish Mission Statement.

5. All representatives on the Pastoral Council must be registered parishioners fully initiated in the Catholic Church and 16 year of age or older.
6. Archdiocesan Protocol for Responsible Ministry Guidelines shall serve as a reference for all committees.

# Appendix B

## Committee Descriptions

### Liturgy

#### Purpose:

1. To work with the parish team to help plan and prepare the Sunday liturgies as well as seasonal liturgies in the parish.
2. To meet regularly and ensure there are sufficient liturgical ministers to assist at all weekend Masses.
3. To assist in the recruitment, training and scheduling of liturgical ministries.
4. To assist in preparing the parish for any changes in the liturgical life of the Church.

#### Membership:

1. The chairperson is elected from within the committee.
2. Parish team members should attend meetings to approve any decisions.
3. One appointed representative from each of the following areas of liturgical ministry: Altar Servers, Music, Lectors/Commentators, Extra-Ordinary Eucharistic Ministers, Ushers/Hospitality, Décor, Children's Liturgy of the Word, Mass Captains.
4. The recording secretary is appointed.
5. The chairperson, or another person elected by the committee, is a member of the Pastoral Council.

### Special Events

#### Purpose:

1. To promote and develop community relations and hospitality amongst parishioners, newcomers and visitors.
2. To organize special intergenerational activities linked to the liturgical year and other special events.

#### Membership:

1. Anyone registered in the parish.
2. The chairperson is elected from within the committee.
3. The chairperson, or another person elected by the committee, is a member of the Pastoral Council.

## **Social Justice**

### Purpose:

1. To educate the Parish Community about social justice issues.
2. To identify and assist local groups which promote social justice for those struggling to maintain human dignity.
3. To annually support internationally accredited projects which promote peace and justice.

### Membership:

1. The chairperson is elected from within the committee.
2. Members: Any parishioner who is concerned for people and the world we live in.
3. The chairperson, or another person elected by the committee, is a member of the Pastoral Council.

## **Youth Ministry**

### Purpose:

1. To foster the total personal and spiritual growth of each young person within a caring Christian community.
2. To involve each young person in the life, mission and work of the Church.
3. To encourage parish youth to take part in activities organized by the Archdiocesan Youth Coordinator and Leadership Teams.

### Membership:

1. Youth Co-ordinator: A person or persons interested in youth and appointed by the parish priest. The coordinator is responsible for planning the events with help from the youth leaders. The coordinator directs the youth leaders in the youths' activities.
2. Youth Leaders:
  - a) Senior youth are encouraged to assist in planning and leading special youth activities within the parish as well as involvement in archdiocesan youth activities.
  - b) Any interested parents
  - c) Any members of Holy Child Pastoral Team.
3. Youth in the parish, generally grade six and older.

## **Stewardship**

### Purpose:

To create awareness in all parishioners that:

1. everything we have comes from God: our life, our talents, our abilities, our intellectual gifts and our holiness.
2. these things as gifts, entrusted to us by God, are given in order that "all may see the good that we do and give glory to God" (Matthew 5:16) and bear fruit for God.
3. we receive the gifts of God, to look after them wisely, to share them in justice and love and to show a return to God on them.

### Membership:

1. Anyone registered in the parish.
2. The chairperson is elected from within the committee
3. The chairperson, or another person elected by the committee, is a member of the Pastoral Council.

## **Ecumenism**

### Purpose:

To assist the parish in fostering healthy ecumenical relations with other Christian communities and other faith traditions in the city by:

- 1.attending the annual Archdiocesan Ecumenical Workshop.
- 2.being a source of communication within the parish on events such as the Week of Prayers for Christian Unity services and the World Religion Day events in the city.
- 3.working with the CWL to promote the World Day of Prayer in March with local churches.
- 4.being open to outreach and projects with other churches, especially within the parish boundaries.

### Membership:

1. Anyone registered in the parish.
2. The chairperson is elected from within the committee
3. The chairperson, or another person elected by the committee, is a member of the Pastoral Council.

# Appendix C

## Other Duties and Responsibilities

### Chairperson/Vice-Chairperson of Pastoral Council

The duties and responsibilities of the chairperson/vice-chairperson of the Pastoral Council include, but are not limited to the following:

- consultant to the parish priest when needed
- prepare agenda for Pastoral Council meetings with parish priest
- chair Pastoral Council meetings
- one representative on Finance Council
- chair for AGM
- chair committee re: amendments to the constitution when needed
- (chair) recommends parishioners for Lay Ministry Formation
- initiate the AGM Organizing Committee
- initiate the planning of Pastoral Council retreat
- welcome the Archbishop at Confirmation

### Members at Large

The duties and responsibilities of Members at Large include, but are not limited to, the following:

- be a voice for issues and concerns from parishioners
- report activities they are aware of to Pastoral Council
- be in touch with the pulse of the Parish as a whole and take on unassigned duties as required

### Deanery Pastoral Council Representative

The duties and responsibilities of the appointed Deanery Pastoral Council Representative include, but are not limited to, the following:

- represent the Parish at the Regina Deanery Pastoral Council
- report to the Pastoral Council about Regina Deanery Pastoral Council activities

### Ad Hoc Committees

The duties and responsibilities of Ad Hoc Committees include, but are not limited to, the following:

- carry out the business of the committee in a manner acceptable to the Pastoral Council
- elect a representative to be a member of the Pastoral Council
- report on the activities of the committee to Pastoral Council

# Appendix D

## Annual General Meeting Guidelines

The agenda for the Annual General Meeting (AGM) is prepared by the parish priest, chairperson and vice-chairperson of the Pastoral Council. The chair/vice-chair will chair this meeting.

### Organizing Committee

At a fall meeting of the Pastoral Council, an Organizing Committee is formed consisting of two Pastoral Council members, for the purpose of organizing the AGM. This committee may be assisted by parishioners who are not Pastoral Council members.

The responsibilities of the Organizing Committee include, but not limited to, the following:

- Confirm that the hall is booked.
- Request from each committee a report from the last year's activities for the Stewardship booklet. It must be stressed to Pastoral Council members that only highlights should be given verbally at the AGM. Check with the office to set a date to have all reports in for the compiling of the booklet. Each group may have to be contacted for clarification of what is needed and the deadline for submissions.
- Two (2) weeks prior to the AGM, prepare a write-up for the bulletin telling what the AGM is about, indicating that all parishioners are welcome.
- Have the agenda of AGM available in the foyer of the church prior to the meeting.
- Have the previous year's minutes and the Stewardship booklet available a few Sundays prior to the meeting.
- Make arrangements to have the hall set up (call parish office) and have refreshments available.
- At the AGM, have name tags, pens and paper available.
- Set the date for the next year's AGM and book the hall at the first Pastoral Council meeting following the AGM.

### Nominating Committee

If elections are required, the Pastoral Council shall appoint a Nominating Committee consisting of 3 members of Pastoral Council, one of which should be appointed by the Finance Council. The Nominating Committee shall be a sub-



committee of the Organizing Committee and its purpose is to oversee the nomination and election process.

The responsibilities of the Nominating Committee include, but are not limited to the following:

- Two (2) weeks prior to the Annual General Meeting, announce to the parish community verbally and in the parish bulletin, positions which are open for election on the Pastoral Council, and ask for nominations either written or verbally. These nominations must be made with the consent of each nominee. The bulletin announcement for nominations should be coordinated with the announcement about the AGM.  
NOTE: Positions other than chair, vice-chair and members at large are appointed by the parish priest or from within the associated committees and organizations. Thereby, chair, vice-chair and members at large are the only positions which are voted upon.
- One (1) week prior to the annual meeting, submit to the parish priest or chairperson of the Pastoral Council, a slate of names to fill the vacancies on the Pastoral Council.
- Arrange for the names of the nominees to be published in the parish bulletin the Sunday before the AGM. A short resume and a picture of the nominee may be included.
- At the AGM:
  - The chair of the Nomination Committee shall chair that portion of the meeting dealing with nominations and elections.
  - For any positions not filled in the slate and for the possibility of additional nominations, call for nominations from the floor and acceptance from the candidate.
  - Distribute paper and pens if voting is required. Voting shall be by secret ballot.
  - Appoint a minimum of two scrutineers, who are not related to the nominees or to each other.
  - Count the votes. Candidates shall be elected by a clear majority. The chair of the nominating committee shall cast the deciding ballot to break a tie.
  - Announce the successful candidates.

## SECTION II: FINANCE COUNCIL

### Article I

#### Mandate

1. "Canon 537 of the New Canon Law (1983) states:

In each parish there is to be a finance council to help the parish priest in the administration of the goods of the parish, without prejudice to canon 532. It is ruled by the universal law and by the norms laid down by the diocesan Bishop, and it is comprised of members of the faithful selected according to these norms." (Archdiocese of Regina Guidelines, April 2010, page 4)

2. "The parish finance council, mandated by Canon 537, is at the service of the parish pastoral council. It is responsible for the administration of the financial affairs of the parish, being governed by universal law, the archdiocesan financial and building regulations and by the norms laid down in these guidelines." (Archdiocese of Regina Guidelines, April 2010, page 6)

### Article II

#### Composition

1. The parish priest shall be a member of the Finance Council and an ex-officio member of all sub-committees.
2. The Finance Council shall consist of the parish priest, chairperson or vice-chairperson of the Pastoral Council, a knowledgeable financial chairperson (appointed by the parish priest) who is chairperson of the Financial Administration & Budget Committee, and representatives from Buildings/Grounds, Hall/Catering and the Office Manager.

### Article III

#### Eligibility

Only registered parishioners fully initiated in the Catholic Church and sixteen years of age or older shall be eligible to serve on the Finance Council.

### Article IV

#### Term of Service

Terms of service for members of the Finance Council shall be determined by the parish priest.

Article V

Meetings/Voting

Regular Meetings:

1. All Finance Council meetings shall be open to registered parish members.
2. Regular meetings of the Finance Council should be held at least four times per year.
3. In camera meetings, when confidential issues are discussed, shall be open only to Finance Council members and invited guests.

Special Meetings

1. The parish priest or chairperson, if he/she deems necessary, may call a special Finance Council meeting on a three day notice to each member, stating the date, time, place and purpose of the meeting.
2. Only those matters pertaining to the stated purpose of the meeting may be discussed and acted upon at such a special meeting.

Voting

1. At all meetings a simple majority of the members shall constitute a quorum for the transaction of business. However, it is strongly recommended that decision making be done by consensus.
2. In the event of substantial disagreement between the parish priest and the finance council, the council or parish priest may appeal to the Archbishop for guidance.

Article VI

Sub-committees

1. The duties and responsibilities of each sub-committee shall be set by that committee and then approved by the Finance Council and meet as required.
2. Each sub-committee shall consist of as many members as required to carry out its program and shall be selected by the chairperson of the respective sub-committee. However, prior to appointment the chairperson shall submit the names of members to the parish priest for approval.
3. The sub-committee chairperson should appoint a vice-chairperson and a secretary from the committee membership to assist in conducting the business of the committee.

Article VII

Annual Report/Budget

1. An annual financial statement shall be presented to the Pastoral Council within ninety days after the fiscal year (Jan. 1 - Dec. 31). An audit or review of this financial statement shall be conducted on an annual basis.
2. The Finance Council shall present an approved budget to Pastoral Council.
3. With the parish priest's approval, an alternate method of budgeting may be proposed and adopted by the Finance Council as the need arises.

Article VIII

Purchases

1. Major purchases shall follow current Archdiocesan guidelines.
2. All purchases by committees require approval from his/her committee, and by the parish priest, or his designate.

Article IX

Access to Records

1. The Finance Council shall have access to all financial records of the Parish.
2. A financial statement for the fiscal year is to be made available to all parishioners.

Article X

Signing Authority:

1. Signing officers for properly approved disbursements shall be any two of: the parish priest, the Finance Council chairperson, the Pastoral Council chairperson, or the parish business manager.
2. No bank accounts may be set up by the Finance Council or any sub-committee thereof without the permission of the parish priest.

# Appendix A

## Bylaws of the Finance Council

The Finance Council covers the areas of Financial Administration and Budget, Building and Grounds and Hall/Catering.

### Responsibilities:

1. The Finance Council shall annually approve the responsibilities and authorities of its sub-committees.
2. The Finance Council and its sub-committees shall own and operate under the Parish Mission Statement.
3. All representatives on the Pastoral Council must be registered parishioners fully initiated in the Catholic Church and 16 year of age or older.
4. Archdiocesan Protocol for Responsible Ministry Guidelines shall serve as a reference for committees/sub-committees.

### Part A - Financial Administration and Budget Committee

#### Purpose:

To assist the parish priest and the Pastoral Council with the coordination of all matters of the Parish with respect to financial stewardship, so as to allow the Pastoral Council to focus on the affairs of the Parish.

#### Responsibilities:

1. To establish an annual budget.
2. To ensure reasonable funding is available to assist with the program needs of all Committees of Pastoral Council;
3. To co-ordinate and monitor the maintenance of appropriate accounting records for the parish;
4. To co-ordinate and review the preparation of monthly and annual financial statements for the parish; monitor the parish revenue flow to ensure that sufficient funding is available and meet the short and long range fiscal plans of the parish.
5. To assist with the establishment and maintenance of an ongoing stewardship financial program.
6. To ensure that the parish is complying with ongoing rules and regulations, established by the government, including the filing of periodic reports.

Membership:

1. The chairperson is appointed by the parish priest and thereby becomes chairperson of the Finance Council and a member of the Pastoral Council.
2. Parishioners who are interested in finance, stewardship and business management may be asked to be a member of this committee.

**Part B – Building and Grounds Committee**

Purpose:

To oversee the operations and functions in regard to the land, buildings and fixtures of the church property. The committee, with the help of a caretaker, maintains the appearance and cleanliness on all areas of the land, buildings and fixtures.

Responsibilities:

After consultation with the parish priest and Finance Council, the committee decides on any major expenditures to be incorporated into the land and buildings.

Membership:

1. The chairperson is appointed by the parish priest and thereby becomes a member of the Finance Council and Pastoral Council.
2. Registered members in the parish with a background knowledge in any related construction and landscaping fields may be asked to be a member of this committee.

**Part C- Hall/Catering Committee**

Purpose:

In consultation with the business manager, oversees the catering and bartending in the Parish hall. It serves to raise funds for the Parish, is a great means of building community and of being a service to others.

Responsibilities:

1. To establish guidelines for renting the hall.
2. To consult with other Parish halls annually to set prices for catering and bar.
3. To study the menu periodically with the cook to meet current banquet preferences.
4. To schedule the catering groups, bar groups and the washing of tea towels for the hall bookings.
5. To assign a supervisor and phone caller for each catering and bar group.
6. To determine the duties for catering and bar group supervisors.
7. To place new volunteers into catering and bar groups with consideration for personal preferences.
9. To organize and/or help with parish community fundraisers and functions.

Membership:

1. The chairperson is appointed by the parish priest and thereby becomes a member of the Finance Council and Pastoral Council.
2. Bar and catering group supervisors and the business manager.

