

## **Our Lady of Fatima Parish**

### **Constitution of the**

### **Parish Pastoral Council**

**As amended and approved by the Parish Pastoral Council and the Parish Assembly, and ratified by the Archdiocese of Ottawa**

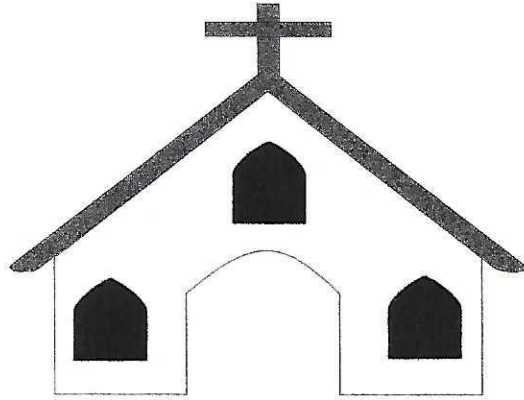
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**Maureen Allen**  
**Chairperson, Parish Pastoral Council**

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**Rev. Dan Dubroy**  
**Pastor**

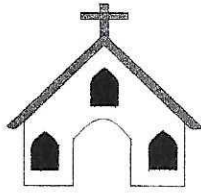
**April 2003**



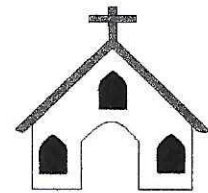
## **Our Lady of Fatima Parish**

### **Mission Statement**

**Our Lady of Fatima Parish, dedicated to the Mother of God,  
seeks to fulfill the call of Jesus to "Come, follow me", to  
be true worshipers of the Father through the power of the  
Holy Spirit, and to love one another as Christ has loved us.**

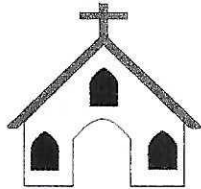


**CONSTITUTION OF  
THE PARISH PASTORAL COUNCIL  
OF OUR LADY OF FATIMA PARISH**

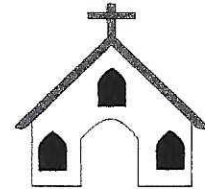


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**CONSTITUTION OF  
THE PARISH PASTORAL COUNCIL  
OF OUR LADY OF FATIMA PARISH**



**Part One: Name and Formation**

1. **Name** - The name of the organization shall be "The Parish Pastoral Council of Our Lady of Fatima Parish", hereinafter referred to as the "Council".
2. **Formation** - The Council shall be formed under the authority of the Archbishop of Ottawa, and, functioning pursuant to such Guidelines as may be promulgated from time to time by said Archbishop, shall serve as the representative and coordinating body of the Parish community.

**Part Two: Purpose and Functions**

3. **Purpose** - The Council shall, as a consultative body, advise and assist the Pastor in the building up of a caring Christian community, the proclaiming of the Gospel, and the carrying forth of the Good Word. The Council shall facilitate the accomplishment of the Parish mission, and shall be concerned with the overall welfare of the Parish family.
4. **Functions** - The functions of the Council shall be to:
  - a. share with the Pastor in the planning and coordination of the overall policies and goals of the Parish;
  - b. discern the spiritual and temporal needs of the Parish community, and plan and organize the structures and mechanisms required to fulfill those needs;
  - c. promote the spiritual renewal of all members of the Parish through quality liturgical services and religious education programs;
  - d. coordinate, monitor, and evaluate the activities of Parish Ministries, groups and organizations;
  - e. work for a just society with other faith communities and organizations.

**Part Three: Composition and Terms of Service of Council and Executive**

5. **Composition** - The Council shall consist of the following:
  - a. the Pastor, as *ex-officio* President of the Council;
  - b. nine (9) lay Councillors elected as provided for in Sections Seven and Eight hereunder, or appointed as provided for in Paragraph 12 hereunder;
  - c. not more than two (2) additional lay Councillors appointed in exceptional circumstances in accordance with Paragraph 10 hereunder;
  - d. all clerics and pastoral assistants officially assigned to the Parish, as *ex-officio* non-voting members.
6. **Eligibility** - All fully initiated Roman Catholics over the age of sixteen (16) and registered in the Parish shall be eligible for election or appointment to the Council. Persons in open conflict with the basic precepts of the Church shall normally be excluded from election or appointment to the Council.
7. **Exception re Employees** - No paid employee of the Parish, or member of an employee's immediate family, may be elected or appointed to the Council.
8. **Term of Office** - The term of office for Councillors shall be two (2) years, commencing immediately following the Parish Assembly at which they were elected, and ending at the conclusion of the Parish Assembly two (2) years later. No person may be elected for more than three (3) consecutive terms, though such a person may, however, stand for election again after a period of at least one (1) year following his or her third consecutive term.



9. **Staggering of Terms of Office** - In order to ensure continuity of knowledge and experience, five (5) of the positions referred to in Sub-Paragraph 5.b above shall start their terms in even-numbered years, while the other four (4) positions shall start their terms in odd-numbered years.
10. **Exceptional Circumstances** - When the Council is of the opinion that a certain segment of the Parish has not been adequately represented through the normal election process, the Council may appoint a qualified parishioner from that particular segment to serve as a lay Councillor, with full speaking and voting rights, for a term of office of two (2) years. Such appointed Councillors shall be eligible for re-appointment at the end of their term, although no person may be appointed in this manner for more than three (3) consecutive terms.
11. **Removal from Council** - When the Council is of the opinion that a Councillor is unable to fulfill his or her responsibilities as a Councillor because of illness, non-attendance at meetings of the Council or its Committees, or for any other reason, the Council may remove said Councillor from his or her position as a Councillor. Such a decision shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Council.
12. **Vacancy on Council** - In the event that the position of a Councillor should become vacant for any reason whatsoever, including the circumstance in which there were insufficient candidates at a Parish Assembly to fill all positions on the Council, the Executive may appoint a qualified parishioner to serve in that capacity for the remainder of the term of the position.
13. **Executive** - The Executive of the Council shall consist of the following Officers: the Pastor as *ex-officio* President; and a Chairperson, a Vice-Chairperson, and a Secretary, elected as provided in Paragraph 14.
14. **Election of Executive** - At the first meeting of the Council immediately following the Parish Assembly, Councillors shall elect from among themselves those Officers requiring election, as specified in Paragraph 13. Officers shall serve for a term of one (1) year commencing immediately following their election, and ending at the conclusion of the next Parish Assembly. Officers shall be eligible for re-election to the same, or any other, Executive position.
15. **Removal from Executive** - When the Council is of the opinion that an Officer is unable to fulfill his or her responsibilities as an Officer because of illness, non-attendance at meetings of the Council or its Committees, or for any other reason, the Council may remove said Officer from his or her position as an Officer. Such a decision shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Council.
16. **Vacancy on Executive** - In the event that the position of Chairperson should become vacant for any reason whatsoever, the Vice-Chairperson shall assume said position for the remainder of the term. In the event that the position of Vice-Chairperson or Secretary should become vacant for any reason whatsoever, Councillors shall elect a replacement from among themselves, to serve in that capacity for the remainder of the term.
17. **Conditions of Service** - The Councillors and the Executive shall serve, and shall exercise their functions, on a gratuitous basis. Notwithstanding the foregoing, legitimate expenses incurred by an Officer or a Councillor in the conduct of the business of the Council shall be reimbursed by the Parish.

#### **Part Four: Duties and Responsibilities of Officers and Councillors**

18. **Duties of Chairperson** - The Chairperson shall:
  - a. call special meetings of the Council as deemed necessary for the conduct of business;
  - b. determine the agenda for meetings of the Council, in consultation with the Pastor and the Executive;
  - c. determine the agenda for meetings of the Parish Assembly, in consultation with the Pastor, the Executive, and the Chairperson of the Parish Temporal Affairs Committee;
  - d. chair all meetings of the Council and of the Parish Assembly;



- e. appoint Chairpersons of Standing, Regular, and Special Committees, subject to ratification by the Council;
  - f. appoint members of Standing, Regular, and Special Committees, upon recommendation of the appropriate Committee Chairperson;
  - g. participate in diocesan meetings for Parish Pastoral Councils;
  - h. act as the official representative of the Council on all matters of interest to the Parish.
19. **Duties of Vice-Chairperson** - The Vice-Chairperson shall:
- a. assist the Chairperson with Council duties;
  - b. temporarily assume the duties of the Chairperson when the Chairperson is absent;
  - c. serve as Chairperson for the balance of the term if that position becomes vacant for any reason whatsoever.
20. **Duties of Secretary** - The Secretary shall:
- a. assist in the preparation of agendas for meetings of the Council and the Parish Assembly;
  - b. keep minutes of all meetings of the Council and of the Parish Assembly;
  - c. conduct all necessary correspondence;
  - d. attend to the physical arrangement for all meetings of the Council and of the Parish Assembly;
  - e. assume such other duties as may be assigned by the Council.
21. **Duties of Councillors** - The Councillors shall address the general purposes and functions described in Part Two above, and additionally, shall:
- a. act as a liaison with such committees, ministries, groups, or organizations as may be assigned by the Council;
  - b. assume such other duties as may be assigned by the Council.

#### **Part Five: Meetings of Council**

22. **Regular Meetings** - Regular meetings of the Council shall be held at least eight (8) times each year, normally on a monthly basis with the exception of July and August. The date, time, and place of regular meetings shall be decided by the Executive.
23. **Special Meetings** - Special meetings of the Council may be called at any time by the Chairperson. The date for such a meeting shall be not less than three (3) business days following the call of the meeting.
24. **Attendance** - Councillors unable to attend a meeting shall inform either the Secretary or the Chairperson in advance of the meeting. Councillors absent without notification for three (3) consecutive meetings shall be deemed in non-attendance, and shall be subject to removal from office as provided for in Paragraph 11.
25. **Quorum** - No business shall be transacted by the Council unless a quorum is present. A quorum shall consist of the Pastor or his delegate, the Chairperson or Vice-Chairperson, and three Councillors.
26. **Decisions** - Decisions of the Council regarding the overall policies, goals, and objectives of the Parish, major operational initiatives, removal from office, and proposed amendments to the Constitution, shall require a two-thirds (2/3) majority vote. All other decisions shall be by simple majority vote.
27. **Conduct of Meetings** - All meetings of the Council shall be open to members of the Parish, who may, at the discretion of the Chairperson, speak on any matter before the Council; parishioners shall, however, not have any vote in the deliberations of the Council. Notwithstanding the foregoing, the Council may discuss items of a confidential nature in closed session, and to that end, may exclude members of the Parish for those items only. In such event, the discussion and decision on these confidential items shall be appended to the Minutes of the Council as a confidential annex, and shall be withheld from general circulation.



### **Part Six: Parish Ministries, Groups, and Organizations, and Committees of Council**

28. ***Parish Ministries, Groups and Organizations*** - In order to meet the needs of the Parish community, the Council may from time to time establish or dissolve Parish ministries, groups or organizations.
29. ***Establishment and Recognition*** - Parish ministries, groups or organizations desiring establishment and formal recognition shall submit an application to that effect to the Council for approval. Such application shall describe the name and purpose of the ministry, group or organization, its objectives, the needs to be served, the overlap (if any) with existing ministries, groups or organizations, and any other relevant information.
30. ***Committees of Council*** - In addition to the above Parish ministries, groups, or organizations, the Council shall have Standing, Regular, and Special Committees. Save for the exception of the Temporal Affairs Committee, which shall not be subject to the Council, all other Committees shall report directly to the Council.
31. ***Standing Committees*** - The Standing Committees of Council, and their areas of jurisdiction, shall be:
  - a. ***Liturgy Committee***: all matters pertaining to the spiritual development of the members of the Parish through liturgical celebrations, days of prayer and spiritual renewal, and other special devotions;
  - b. ***Christian Education Committee***: all matters pertaining to the religious education of the members of the Parish, and the development, promotion, and evaluation of all Parish education programs;
  - c. ***Parish and Community Life Committee***: all matters pertaining to the identification and provision for the social and communal needs of all parishioners, including children, youth, adults, and senior citizens;
  - d. ***Social Mission Committee***: all matters pertaining to the Parish community's concern and action regarding poverty, social needs, and social justice in both the local and broader community;
32. ***Terms of Reference of Standing Committees*** - In the context of the areas of jurisdiction described above, the Council shall, from time to time, issue Terms of Reference to each Standing Committee, prescribing its composition, detailed purposes, particular objectives, specific functions, and other relevant matters.
33. ***Chairpersons of Standing Committees*** - The Chairperson of a Standing Committee shall be appointed by the Chairperson of the Council in consultation with the Pastor, subject to ratification by the Council, for a term of two (2) years. The Chairperson of a Standing Committee shall subsequently be eligible for re-appointment.
34. ***Members of Standing Committees*** - Members of Standing Committees shall be appointed by the Chairperson of the Council upon the recommendation of the appropriate Standing Committee Chairperson, for a term of two (2) years. Members of Standing Committees shall subsequently be eligible for re-appointment. At a minimum, the membership of a Standing Committee shall include representatives from the Parish ministries, groups and organizations prescribed in the Terms of Reference for that Standing Committee.
35. ***Regular Committees*** - A Regular Committee of Council may be created at any time by the Council. Regular Committees shall be assigned a broad mandate which shall not overlap that of any Standing Committee, and shall be dissolved automatically at the conclusion of the next Parish Assembly.
36. ***Special Committees*** - A Special Committee of Council may be created at any time by the Council. Such Committees shall be assigned a specific mandate which shall not overlap that of any Standing Committee or Regular Committee, and which can be dealt with within a limited time frame. Special Committees shall be dissolved automatically immediately subsequent to the presentation of their report, or at the conclusion of the next Parish Assembly, whichever comes first.
37. ***Chairpersons of Regular and Special Committees*** - The Chairperson of a Regular or Special Committee shall be appointed by the Chairperson of the Council in consultation with the Pastor, subject to ratification by the Council, to serve until the automatic dissolution of the Regular or Special Committee as provided in Paragraphs 35 and 36 respectively.



38. ***Members of Regular and Special Committees*** - Members of Regular or Special Committees shall be appointed by the Chairperson of the Council upon the recommendation of the appropriate Committee Chairperson, to serve until the automatic dissolution of the Regular or Special Committee as provided in Paragraphs 35 and 36 respectively.
39. ***Special Provision*** - The Pastor and the Chairperson of the Council shall be *ex-officio* members of all Standing, Regular, and Special Committees.

#### **Part Seven: Nominations and Elections To Council**

40. ***Nominating Committee*** - The Council shall create each year, at least two (2) months prior to the Parish Assembly, a Special Committee designated as the Nominating Committee, the mandate of which shall be to:
  - a. seek and screen candidates for Council from the parish at large;
  - b. determine all electoral procedures; and
  - c. report on the foregoing to the Parish Assembly.
41. ***Electoral Process*** - The Chairperson of the Nominating Committee shall conduct the election process at the Parish Assembly, in accordance with generally accepted election protocol.
42. ***Chairperson and Members*** - The Chairperson of the Nominating Committee, and the Members thereof, shall be appointed in the manner prescribed in Paragraphs 37 and 38 respectively.
43. ***Dissolution*** - The Nominating Committee shall be dissolved automatically in accordance with the provisions of Paragraph 36.

#### **Part Eight: Parish Assembly**

44. ***Definition and Eligibility*** - A General Meeting of the parish community shall be designated as a Parish Assembly. The Parish Assembly shall be open to all parishioners.
45. ***Annual Meeting*** - The Parish Assembly shall be convened by the Council between May 1<sup>st</sup> and June 30<sup>th</sup> each year. The exact date, time and place shall be decided upon by the Council.
46. ***Special Meetings*** - Special meetings of the Parish Assembly may be called at any time by the Council. The date for such a meeting shall be not less than four (4) weeks following the call of the meeting.
47. ***Notice of Meeting*** - Notice of the Parish Assembly, and of major agenda items if any, shall be placed in the Parish Bulletin, and posted on the Church bulletin board, at least four (4) weeks prior to the date of the meeting.
48. ***Quorum*** - No business shall be transacted by the Parish Assembly unless a quorum is present. A quorum shall consist of a quorum of the Council, as defined in Paragraph 25 above, and five (5) other parishioners.
49. ***Chair*** - The Chairperson of the Council shall chair the Parish Assembly.
50. ***Purpose of Meeting*** - The Parish Assembly may consider any matter which it deems relevant. This may include, but shall not be limited to, the following:
  - a. Review of the previous year's challenges and accomplishments;
  - b. Consideration of substantial policy changes and major projects;
  - c. Review of the financial status of the Parish;
  - d. Election of Councillors;
  - e. Approval of amendments to the Constitution.





51. ***Decisions*** - Decisions of the Parish Assembly regarding the overall policies, goals, and objectives of the Parish, major operational initiatives, and proposed amendments to the Constitution, shall require a two-thirds ( $\frac{2}{3}$ ) majority vote. All other decisions shall be by simple majority vote.

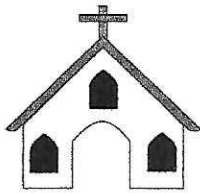
### **Part Nine: Amendments to the Constitution**

52. ***Constitutional Review Committee*** - Whenever it deems necessary, the Council shall create a Special Committee designated as the Constitutional Review Committee, the mandate of which shall be to review the Constitution in light of current realities, and recommend suitable amendments to the Council.
53. ***Chairperson and Members*** - The Chairperson of the Constitutional Review Committee, and the Members thereof, shall be appointed in the manner prescribed in Paragraphs 37 and 38 respectively.
54. ***Dissolution*** - The Constitutional Review Committee shall be dissolved automatically in accordance with the provisions of Paragraph 36.
55. ***Proposed Amendments*** - Amendments recommended by the Constitutional Review Committee shall be considered by the Council. Only those amendments which have been approved by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Council shall be presented as proposed amendments for the consideration of the Parish Assembly.
56. ***Notice of Proposed Amendments*** - A copy of proposed amendments to the Constitution shall be posted on the Church bulletin board simultaneously with the notification of the Parish Assembly.
57. ***Approval of Proposed Amendments*** - This Constitution shall be approved only by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Parish Assembly.
58. ***Consideration by Archdiocese*** - An amended Constitution, incorporating amendments approved in accordance with Paragraph 57, and signed by both the Chairperson of the Council and the Pastor, shall be forwarded within thirty (30) days of approval to the Archdiocese, for consideration and ratification.
59. ***Coming Into Force*** - Approved amendments to the Constitution, and the amended Constitution incorporating such amendments, shall come into force immediately upon ratification thereof by the Archdiocese.

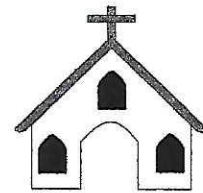
### **Part Ten: Transitional Provisions**

60. ***Term Of Office of Councillors*** - At the first annual Parish Assembly following the coming into force of this amended Constitution, candidates for the position of Councillor shall be ranked in diminishing order in accordance with the number of votes received. Starting with the person who received the greatest number of votes, candidates up to such number as provided in Paragraph 9 for the appropriate year shall be deemed elected for a term of two (2) years, while further candidates required to fill remaining vacancies on the Council shall be deemed elected for a term of one (1) year.

08 January 2003



**THE STANDING COMMITTEE ON CHRISTIAN EDUCATION  
OF OUR LADY OF FATIMA PARISH  
TERMS OF REFERENCE**



**Part One: Name and Formation**

1. ***Name*** - The name of the organization shall be "The Standing Committee on Christian Education of Our Lady of Fatima Parish", hereinafter referred to as the "Committee". For purposes of routine communication, the Committee may style itself as the "Christian Education Committee".
2. ***Formation*** - The Committee shall be formed as a Standing Committee under the authority of Paragraph 31.a of the Constitution of the Parish Pastoral Council of Our Lady of Fatima Parish, and shall function pursuant to such Terms of Reference as may be promulgated from time to time by said Parish Pastoral Council pursuant to Paragraph 32 of the Constitution.

**Part Two: Purpose and Functions**

3. ***Purpose*** - The Committee shall have responsibility for all matters pertaining to the religious education of the members of the Parish, and the development, promotion, and evaluation of all Parish education programs.
4. ***Functions*** - The functions of the Committee shall be to:
  - a. discern and identify the religious educational needs of the Parish, and recommend to the Parish Pastoral Council both short-term and long-term educational goals and priorities;
  - b. determine appropriate educational programs to be carried out in the Parish, and develop, organize, and promote them;
  - c. recruit coordinators to carry out these programs, and ensure that appropriate operating guidelines are put in place for effective communication between them;
  - d. coordinate the recruitment and training of members of the Parish community to serve in the various educational program components;
  - e. review and evaluate on an on-going basis all Parish educational policies and programs to ensure they serve the educational needs of the Parish, and identify to the Parish Pastoral Council and to the Pastor areas in need of development;
  - f. encourage cooperation and dialogue between all concerned participants to achieve a unified and harmonious integration of families, schools, and Parish in the religious education of children;
  - g. prepare on an annual basis a proposed budget of expenses relating to educational programs, and submit same to the Temporal Affairs Committee;
  - h. keep itself abreast of developments in matters of religious education through participation in workshops and seminars at the Diocesan and other levels, and encourage program coordinators and volunteers to participate in such programs.

**Part Three: Composition and Terms of Service**

5. ***Composition*** - The Committee shall consist of the following:
  - a. a Chairperson, appointed as provided for in Paragraph 33 of the Constitution;
  - b. Members, appointed as provided for in Paragraph 34 of the Constitution, to represent:
    - (1). each of the core educational groups (i.e. Baptismal Preparation Team, Marriage Preparation Team, Sacramental Preparation Team, Adult Religious Education Program, Family Religion Program, and Religion Classes for Children in Public Schools);
    - (2). each of the ancillary educational groups (i.e. Landings, Rite of Christian Initiation of Adults, Small



Christian Communities);

(3). each school affiliated with the Parish.

For (1) and (2) above, each of the Members so appointed may, but need not be, the Coordinator of the relevant group. As for (3), the Member so appointed may be a member of the school council, a member of the school's Parent-Teacher Association, or the Parish representative on the school council.

- c. such other Members as may be deemed necessary or expedient, appointed as provided for in Paragraph 34 of the Constitution;
  - d. the Pastor and the Chairperson of the Parish Pastoral Council, as *ex-officio* Members;
  - e. the Councillor appointed by the Parish Pastoral Council as liaison with the Committee, as an *ex-officio* Member;
  - f. all clerics and pastoral assistants officially assigned to the Parish, as *ex-officio* non-voting Members.
6. **Eligibility** - All fully initiated Roman Catholics over the age of sixteen (16) and registered in the Parish shall be eligible for appointment to the Committee. Persons in open conflict with the basic precepts of the Church shall normally be excluded from appointment to the Committee.
  7. **Term of Office** - The term of office for the Chairperson and for the appointed Members of the Committee shall be two (2) years, commencing immediately upon appointment. The Chairperson and the appointed Members of the Committee shall subsequently be eligible for re-appointment.
  8. **Removal from Committee** - When the Committee is of the opinion that an appointed Member is unable to fulfill his or her responsibilities as a Member because of illness, non-attendance at meetings of the Committee, or for any other reason, the Committee may propose to the Chairperson of the Committee the removal of said Member from his or her position as a Member of the Committee. Such a proposal shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Committee.
  9. **Removal of Chairperson** - When the Parish Pastoral Council is of the opinion that the Chairperson of the Committee is unable to fulfill his or her responsibilities as a Chairperson because of illness, non-attendance at meetings of the Committee, or for any other reason, the Parish Pastoral Council may remove said Chairperson from his or her position as Chairperson of the Committee. Such a decision shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Parish Pastoral Council.
  10. **Conditions of Service** - The Chairperson and the Members of the Committee shall serve, and shall exercise their functions, on a gratuitous basis. Notwithstanding the foregoing, legitimate expenses incurred by the Chairperson of the Committee in the conduct of the business of the Committee shall be reimbursed by the Parish.

#### **Part Four: Duties and Responsibilities of Chairperson and Members**

11. **Duties of Chairperson** - The Chairperson shall:
  - a. call special meetings of the Committee as deemed necessary for the conduct of business;
  - b. determine the agenda for meetings of the Committee;
  - c. chair all meetings of the Committee;
  - d. recommend to the Chairperson of the Parish Pastoral Council the appointment and the removal of appointed Members of the Committee;
  - e. appoint one of the appointed Members to serve as Secretary of the Committee;
  - f. submit to the Parish Pastoral Council by the end of April of each year a written report on the operations of the Committee, including a review of the main challenges and accomplishments;
  - g. present annually to the Parish Assembly a summary of the report described in sub-paragraph f. above;

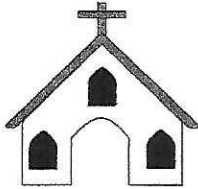


- h. act as the official representative of the Committee on all matters of interest to the Committee.
12. ***Duties of Secretary*** - The Secretary shall:
- a. assist in the preparation of agendas for meetings of the Committee;
  - b. keep minutes of all meetings of the Committee;
  - c. conduct all necessary correspondence;
  - d. attend to the physical arrangement for all meetings of the Committee;
  - e. assist the Chairperson in the preparation of the annual report;
  - f. assume such other duties as may be assigned by the Committee.
13. ***Duties of Members*** - The Members shall address the general purposes and functions described in Part Two above, and additionally, shall:
- a. act as a liaison with their own ministry;
  - b. assume such other duties as may be assigned by the Committee.

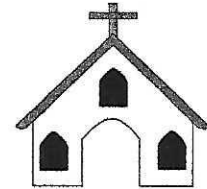
#### **Part Five: Meetings of Committee**

14. ***Regular Meetings*** - Regular meetings of the Committee shall be held at least four (4) times each year. The date, time, and place of regular meetings shall be decided by the Committee.
15. ***Special Meetings*** - Special meetings of the Committee may be called at any time by the Chairperson. The date for such a meeting shall be not less than three (3) business days following the call of the meeting.
16. ***Attendance*** - Members unable to attend a meeting shall inform the Chairperson or the Secretary in advance of the meeting. Appointed Members absent without notification for three (3) consecutive meetings shall be deemed in non-attendance, and shall be subject to removal from office as provided for in Paragraph 8.
17. ***Quorum*** - No business shall be transacted by the Committee unless a quorum is present. A quorum shall consist of the Chairperson of the Committee, and three appointed Members.
18. ***Decisions*** - Decisions of the Committee regarding major operational initiatives, and proposals for removal of a Member, shall require a two-thirds ( $\frac{2}{3}$ ) majority vote. All other decisions shall be by simple majority vote.

30 April 2003



**THE STANDING COMMITTEE ON LITURGY  
OF OUR LADY OF FATIMA PARISH  
TERMS OF REFERENCE**



**Part One: Name and Formation**

1. ***Name*** - The name of the organization shall be "The Standing Committee on Liturgy of Our Lady of Fatima Parish", hereinafter referred to as the "Committee". For purposes of routine communication, the Committee may style itself as the "Liturgy Committee".
2. ***Formation*** - The Committee shall be formed as a Standing Committee under the authority of Paragraph 31.a of the Constitution of the Parish Pastoral Council of Our Lady of Fatima Parish, and shall function pursuant to such Terms of Reference as may be promulgated from time to time by said Parish Pastoral Council pursuant to Paragraph 32 of the Constitution.

**Part Two: Purpose and Functions**

3. ***Purpose*** - The Committee shall have responsibility for all matters pertaining to the spiritual development of the members of the Parish community through liturgical celebrations, days of prayer and spiritual renewal, and other special devotions.
4. ***Functions*** - The functions of the Committee shall be to:
  - a. plan and coordinate the activities of the various liturgical ministries (e.g. lectors, eucharistic ministers, sacristans, altar servers, musicians, cantors, hospitality ministers), and develop necessary policies;
  - b. appoint a Coordinator for each liturgical ministry, and ensure that appropriate operating guidelines and procedures are put in place within each liturgical ministry;
  - c. coordinate the recruitment and training of members of the Parish community to serve in the various liturgical ministries;
  - d. review on an on-going basis the community worship celebrations to ensure they serve the liturgical needs of the Parish, and identify to the Parish Pastoral Council and to the Pastor areas in need of development;
  - e. ensure that the necessary advance planning and preparation is carried out in anticipation of each of the major liturgical seasons, i.e. Lent/Easter/Pentecost, and Advent/Christmas;
  - f. work jointly with other Parish committees as necessary to achieve effective Parish celebrations of Baptism, First Communion, First Reconciliation, Confirmation, Rites of Christian Initiation of Adults, marriages, the Sacrament of the Sick, and funerals;
  - g. prepare on an annual basis a proposed budget of expenses relating to liturgical celebrations, and submit same to the Temporal Affairs Committee;
  - h. educate itself in matters of liturgy through study, prayer, and participation in workshops and seminars at the Parish and Diocesan levels, and encourage other parishioners to participate in such programs.

**Part Three: Composition and Terms of Service**

5. ***Composition*** - The Committee shall consist of the following:
  - a. a Chairperson, appointed as provided for in Paragraph 33 of the Constitution;
  - b. Members, appointed as provided for in Paragraph 34 of the Constitution, to represent:
    - (1). each of the core liturgical ministries (i.e. Lectors, Auxiliary Ministers of the Holy Eucharistic, Sacristans, Senior Altar Servers, and Junior Altar Servers);
    - (2). each component of the music ministry (i.e. the Choirs for the various Masses, and the Funeral Choir);
    - (3). each of the ancillary liturgical ministries (i.e. Ministers of Hospitality, the Altar Guild, the Liturgical



- Decorating Committee, the Children's Sunday Liturgy, and the Adoration Chapel).  
Each of the above Members so appointed may, but need not be, the Coordinator of the relevant ministry.
- c. such other Members as may be deemed necessary or expedient, appointed as provided for in Paragraph 34 of the Constitution;
  - d. the Pastor and the Chairperson of the Parish Pastoral Council, as *ex-officio* Members;
  - e. the Councillor appointed by the Parish Pastoral Council as liaison with the Committee, as an *ex-officio* Member;
  - f. all clerics and pastoral assistants officially assigned to the Parish, as *ex-officio* non-voting Members.
6. **Eligibility** - All fully initiated Roman Catholics over the age of sixteen (16) and registered in the Parish shall be eligible for appointment to the Committee. Persons in open conflict with the basic precepts of the Church shall normally be excluded from appointment to the Committee.
  7. **Term of Office** - The term of office for the Chairperson and for the appointed Members of the Committee shall be two (2) years, commencing immediately upon appointment. The Chairperson and the appointed Members of the Committee shall subsequently be eligible for re-appointment.
  8. **Removal from Committee** - When the Committee is of the opinion that an appointed Member is unable to fulfill his or her responsibilities as a Member because of illness, non-attendance at meetings of the Committee, or for any other reason, the Committee may propose to the Chairperson of the Committee the removal of said Member from his or her position as a Member of the Committee. Such a proposal shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Committee.
  9. **Removal of Chairperson** - When the Parish Pastoral Council is of the opinion that the Chairperson of the Committee is unable to fulfill his or her responsibilities as a Chairperson because of illness, non-attendance at meetings of the Committee, or for any other reason, the Parish Pastoral Council may remove said Chairperson from his or her position as Chairperson of the Committee. Such a decision shall require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Parish Pastoral Council.
  10. **Conditions of Service** - The Chairperson and the Members of the Committee shall serve, and shall exercise their functions, on a gratuitous basis. Notwithstanding the foregoing, legitimate expenses incurred by the Chairperson of the Committee in the conduct of the business of the Committee shall be reimbursed by the Parish.

#### **Part Four: Duties and Responsibilities of Chairperson and Members**

11. **Duties of Chairperson** - The Chairperson shall:
  - a. call special meetings of the Committee as deemed necessary for the conduct of business;
  - b. determine the agenda for meetings of the Committee;
  - c. chair all meetings of the Committee;
  - d. recommend to the Chairperson of the Parish Pastoral Council the appointment and the removal of appointed Members of the Committee;
  - e. appoint one of the appointed Members to serve as Secretary of the Committee;
  - f. submit to the Parish Pastoral Council by the end of April of each year a written report on the operations of the Committee, including a review of the main challenges and accomplishments;
  - g. present annually to the Parish Assembly a summary of the report described in sub-paragraph f. above;
  - h. act as the official representative of the Committee on all matters of interest to the Committee.
12. **Duties of Secretary** - The Secretary shall:
  - a. assist in the preparation of agendas for meetings of the Committee;

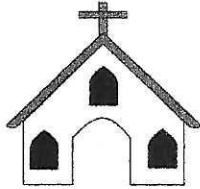


- b. keep minutes of all meetings of the Committee;
  - c. conduct all necessary correspondence;
  - d. attend to the physical arrangement for all meetings of the Committee;
  - e. assist the Chairperson in the preparation of the annual report;
  - f. assume such other duties as may be assigned by the Committee.
13. ***Duties of Members*** - The Members shall address the general purposes and functions described in Part Two above, and additionally, shall:
- a. act as a liaison with their own ministry;
  - b. assume such other duties as may be assigned by the Committee.

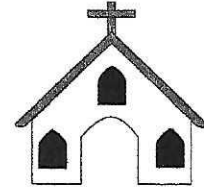
**Part Five: Meetings of Committee**

14. ***Regular Meetings*** - Regular meetings of the Committee shall be held at least four (4) times each year. The date, time, and place of regular meetings shall be decided by the Committee.
15. ***Special Meetings*** - Special meetings of the Committee may be called at any time by the Chairperson. The date for such a meeting shall be not less than three (3) business days following the call of the meeting.
16. ***Attendance*** - Members unable to attend a meeting shall inform the Chairperson or the Secretary in advance of the meeting. Appointed Members absent without notification for three (3) consecutive meetings shall be deemed in non-attendance, and shall be subject to removal from office as provided for in Paragraph 8.
17. ***Quorum*** - No business shall be transacted by the Committee unless a quorum is present. A quorum shall consist of the Chairperson of the Committee, and three appointed Members.
18. ***Decisions*** - Decisions of the Committee regarding major operational initiatives, and proposals for removal of a Member, shall require a two-thirds ( $\frac{2}{3}$ ) majority vote. All other decisions shall be by simple majority vote.

30 April 2003



**THE STANDING COMMITTEE ON PARISH AND  
COMMUNITY LIFE OF OUR LADY OF FATIMA PARISH  
TERMS OF REFERENCE**



**Part One: Name and Formation**

1. ***Name*** - The name of the organization shall be "The Standing Committee on Parish and Community Life of Our Lady of Fatima Parish", hereinafter referred to as the "Committee". For purposes of routine communication, the Committee may style itself as the "Parish and Community Life Committee".
2. ***Formation*** - The Committee shall be formed as a Standing Committee under the authority of Paragraph 31.a of the Constitution of the Parish Pastoral Council of Our Lady of Fatima Parish, and shall function pursuant to such Terms of Reference as may be promulgated from time to time by said Parish Pastoral Council pursuant to Paragraph 32 of the Constitution.

**Part Two: Purpose and Functions**

3. ***Purpose*** - The Committee shall have responsibility for all matters pertaining to the identification and provision for the social and communal needs of all parishioners, including children, youth, adults, and senior citizens.
4. ***Functions*** - The functions of the Committee shall be to:
  - a. identify the communal, social, and recreational needs of the Parish, and recommend to the Parish Pastoral Council both short-term and long-term goals and priorities for all segments of the Parish community;
  - b. ensure that suitable social and recreational activities of existing community organizations are suitably promoted and supported;
  - c. determine appropriate social and recreational programs to be carried out in the Parish, and develop, organize, and promote them;
  - d. recruit coordinators to carry out these programs, and ensure that appropriate operating guidelines are put in place for effective communication between them;
  - e. coordinate the recruitment and training of members of the Parish community to serve in the various social and recreational program components;
  - f. review and evaluate on an on-going basis all Parish social and recreational policies and programs to ensure they serve the needs of the Parish, and identify to the Parish Pastoral Council and to the Pastor areas in need of development;
  - g. encourage cooperation and dialogue with other churches and civic groups to provide more integrated social and recreational programs for our own parishioners and the broader community;
  - h. prepare on an annual basis a proposed budget of expenses relating to social and recreational programs, and submit same to the Temporal Affairs Committee.

**Part Three: Composition and Terms of Service**

5. ***Composition*** - The Committee shall consist of the following:
  - a. a Chairperson, appointed as provided for in Paragraph 33 of the Constitution;
  - b. Members, appointed as provided for in Paragraph 34 of the Constitution, to represent each of the core communal groups (i.e. Pastoral Care Team, Separated/Divorced Ministry, Funeral Team, Youth Ministry, Ladies of Fatima, Knights of Columbus, Cursillo group, and Ottawa-West Community Support); each of the foregoing Members so appointed may, but need not be, the Coordinator of the relevant group;
  - c. such other Members as may be deemed necessary or expedient, appointed as provided for in Paragraph 34 of the Constitution;





- d. the Pastor and the Chairperson of the Parish Pastoral Council, as *ex-officio* Members;
  - e. the Councillor appointed by the Parish Pastoral Council as liaison with the Committee, as an *ex-officio* Member;
  - f. all clerics and pastoral assistants officially assigned to the Parish, as *ex-officio* non-voting Members.
6. **Eligibility** - All fully initiated Roman Catholics over the age of sixteen (16) and registered in the Parish shall be eligible for appointment to the Committee. Persons in open conflict with the basic precepts of the Church shall normally be excluded from appointment to the Committee.
  7. **Term of Office** - The term of office for the Chairperson and for the appointed Members of the Committee shall be two (2) years, commencing immediately upon appointment. The Chairperson and the appointed Members of the Committee shall subsequently be eligible for re-appointment.
  8. **Removal from Committee** - When the Committee is of the opinion that an appointed Member is unable to fulfill his or her responsibilities as a Member because of illness, non-attendance at meetings of the Committee, or for any other reason, the Committee may propose to the Chairperson of the Committee the removal of said Member from his or her position as a Member of the Committee. Such a proposal shall require a two-thirds (2/3) majority vote of the Committee.
  9. **Removal of Chairperson** - When the Parish Pastoral Council is of the opinion that the Chairperson of the Committee is unable to fulfill his or her responsibilities as a Chairperson because of illness, non-attendance at meetings of the Committee, or for any other reason, the Parish Pastoral Council may remove said Chairperson from his or her position as Chairperson of the Committee. Such a decision shall require a two-thirds (2/3) majority vote of the Parish Pastoral Council.
  10. **Conditions of Service** - The Chairperson and the Members of the Committee shall serve, and shall exercise their functions, on a gratuitous basis. Notwithstanding the foregoing, legitimate expenses incurred by the Chairperson of the Committee in the conduct of the business of the Committee shall be reimbursed by the Parish.

#### **Part Four: Duties and Responsibilities of Chairperson and Members**

11. **Duties of Chairperson** - The Chairperson shall:
  - a. call special meetings of the Committee as deemed necessary for the conduct of business;
  - b. determine the agenda for meetings of the Committee;
  - c. chair all meetings of the Committee;
  - d. recommend to the Chairperson of the Parish Pastoral Council the appointment and the removal of appointed Members of the Committee;
  - e. appoint one of the appointed Members to serve as Secretary of the Committee;
  - f. submit to the Parish Pastoral Council by the end of April of each year a written report on the operations of the Committee, including a review of the main challenges and accomplishments;
  - g. present annually to the Parish Assembly a summary of the report described in sub-paragraph f. above;
  - h. act as the official representative of the Committee on all matters of interest to the Committee.
12. **Duties of Secretary** - The Secretary shall:
  - a. assist in the preparation of agendas for meetings of the Committee;
  - b. keep minutes of all meetings of the Committee;
  - c. conduct all necessary correspondence;
  - d. attend to the physical arrangement for all meetings of the Committee;
  - e. assist the Chairperson in the preparation of the annual report;

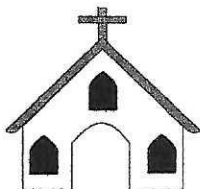


- f. assume such other duties as may be assigned by the Committee.
- 13. ***Duties of Members*** - The Members shall address the general purposes and functions described in Part Two above, and additionally, shall:
  - a. act as a liaison with their own ministry;
  - b. assume such other duties as may be assigned by the Committee.

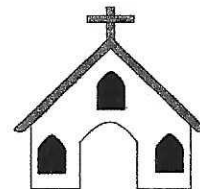
**Part Five: Meetings of Committee**

- 14. ***Regular Meetings*** - Regular meetings of the Committee shall be held at least four (4) times each year. The date, time, and place of regular meetings shall be decided by the Committee.
- 15. ***Special Meetings*** - Special meetings of the Committee may be called at any time by the Chairperson. The date for such a meeting shall be not less than three (3) business days following the call of the meeting.
- 16. ***Attendance*** - Members unable to attend a meeting shall inform the Chairperson or the Secretary in advance of the meeting. Appointed Members absent without notification for three (3) consecutive meetings shall be deemed in non-attendance, and shall be subject to removal from office as provided for in Paragraph 8.
- 17. ***Quorum*** - No business shall be transacted by the Committee unless a quorum is present. A quorum shall consist of the Chairperson of the Committee, and three appointed Members.
- 18. ***Decisions*** - Decisions of the Committee regarding major operational initiatives, and proposals for removal of a Member, shall require a two-thirds ( $\frac{2}{3}$ ) majority vote. All other decisions shall be by simple majority vote.

30 April 2003



**THE STANDING COMMITTEE ON SOCIAL MISSION**  
**OF OUR LADY OF FATIMA PARISH**  
**TERMS OF REFERENCE**



**Part One: Name and Formation**

1. ***Name*** - The name of the organization shall be "The Standing Committee on Social Mission of Our Lady of Fatima Parish", hereinafter referred to as the "Committee". For purposes of routine communication, the Committee may style itself as the "Social Mission Committee".
2. ***Formation*** - The Committee shall be formed as a Standing Committee under the authority of Paragraph 31.a of the Constitution of the Parish Pastoral Council of Our Lady of Fatima Parish, and shall function pursuant to such Terms of Reference as may be promulgated from time to time by said Parish Pastoral Council pursuant to Paragraph 32 of the Constitution.

**Part Two: Purpose and Functions**

3. ***Purpose*** - The Committee shall have responsibility for all matters pertaining to the Parish community's concern and action regarding poverty, social needs, and social justice, both in the local and in the broader community.
4. ***Functions*** - The functions of the Committee shall be to:
  - a. identify the social issues and human needs in the Parish and in the community, and recommend to the Parish Pastoral Council both short-term and long-term social goals and priorities;
  - b. develop an appropriate action plan, and coordinate its implementation with the relevant groups or organizations;
  - c. promote the overall social well-being of the community, in cooperation with other denominational or non-denominational organizations;
  - d. develop suitable communication activities to inform the community about human needs and social issues;
  - e. prepare on an annual basis a proposed budget of expenses relating to social mission programs, and submit same to the Temporal Affairs Committee.

**Part Three: Composition and Terms of Service**

5. ***Composition*** - The Committee shall consist of the following:
  - a. a Chairperson, appointed as provided for in Paragraph 33 of the Constitution;
  - b. Members, appointed as provided for in Paragraph 34 of the Constitution, to represent each of the core social mission groups (i.e. Development and Peace, Pro-Life Group, Catholic Women's League, Legion of Mary, and St. Vincent de Paul); each of the foregoing Members so appointed may, but need not be, the Coordinator of the relevant group;
  - c. such other Members as may be deemed necessary or expedient, appointed as provided for in Paragraph 34 of the Constitution;
  - d. the Pastor and the Chairperson of the Parish Pastoral Council, as *ex-officio* Members;
  - e. the Councillor appointed by the Parish Pastoral Council as liaison with the Committee, as an *ex-officio* Member;
  - f. all clerics and pastoral assistants officially assigned to the Parish, as *ex-officio* non-voting Members.
6. ***Eligibility*** - All fully initiated Roman Catholics over the age of sixteen (16) and registered in the Parish shall be eligible for appointment to the Committee. Persons in open conflict with the basic precepts of the Church shall normally be excluded from appointment to the Committee.



7. **Term of Office** - The term of office for the Chairperson and for the appointed Members of the Committee shall be two (2) years, commencing immediately upon appointment. The Chairperson and the appointed Members of the Committee shall subsequently be eligible for re-appointment.
8. **Removal from Committee** - When the Committee is of the opinion that an appointed Member is unable to fulfill his or her responsibilities as a Member because of illness, non-attendance at meetings of the Committee, or for any other reason, the Committee may propose to the Chairperson of the Committee the removal of said Member from his or her position as a Member of the Committee. Such a proposal shall require a two-thirds (2/3) majority vote of the Committee.
9. **Removal of Chairperson** - When the Parish Pastoral Council is of the opinion that the Chairperson of the Committee is unable to fulfill his or her responsibilities as a Chairperson because of illness, non-attendance at meetings of the Committee, or for any other reason, the Parish Pastoral Council may remove said Chairperson from his or her position as Chairperson of the Committee. Such a decision shall require a two-thirds (2/3) majority vote of the Parish Pastoral Council.
10. **Conditions of Service** - The Chairperson and the Members of the Committee shall serve, and shall exercise their functions, on a gratuitous basis. Notwithstanding the foregoing, legitimate expenses incurred by the Chairperson of the Committee in the conduct of the business of the Committee shall be reimbursed by the Parish.

#### **Part Four: Duties and Responsibilities of Chairperson and Members**

11. **Duties of Chairperson** - The Chairperson shall:
  - a. call special meetings of the Committee as deemed necessary for the conduct of business;
  - b. determine the agenda for meetings of the Committee;
  - c. chair all meetings of the Committee;
  - d. recommend to the Chairperson of the Parish Pastoral Council the appointment and the removal of appointed Members of the Committee;
  - e. appoint one of the appointed Members to serve as Secretary of the Committee;
  - f. submit to the Parish Pastoral Council by the end of April of each year a written report on the operations of the Committee, including a review of the main challenges and accomplishments;
  - g. present annually to the Parish Assembly a summary of the report described in sub-paragraph f. above;
  - h. act as the official representative of the Committee on all matters of interest to the Committee.
12. **Duties of Secretary** - The Secretary shall:
  - a. assist in the preparation of agendas for meetings of the Committee;
  - b. keep minutes of all meetings of the Committee;
  - c. conduct all necessary correspondence;
  - d. attend to the physical arrangement for all meetings of the Committee;
  - e. assist the Chairperson in the preparation of the annual report;
  - f. assume such other duties as may be assigned by the Committee.
13. **Duties of Members** - The Members shall address the general purposes and functions described in Part Two above, and additionally, shall:
  - a. act as a liaison with their own ministry;
  - b. assume such other duties as may be assigned by the Committee.



**Part Five: Meetings of Committee**

14. **Regular Meetings** - Regular meetings of the Committee shall be held at least four (4) times each year. The date, time, and place of regular meetings shall be decided by the Committee.
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17. **Quorum** - No business shall be transacted by the Committee unless a quorum is present. A quorum shall consist of the Chairperson of the Committee, and three appointed Members.
18. **Decisions** - Decisions of the Committee regarding major operational initiatives, and proposals for removal of a Member, shall require a two-thirds ( $\frac{2}{3}$ ) majority vote. All other decisions shall be by simple majority vote.

30 April 2003

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