

SECTION I(1)

DIOCESAN COUNCILS

101.5 FUNCTION OF THE COLLEGE OF CONSULTORS

8. To elect the diocesan administrator within eight days of the news of the vacancy of the episcopal seat. (C. 421 # 1)
9. To elect a priest to administer the diocese when the Bishop is impeded the governance of the diocese. (C. 413 # 2)
10. To govern the diocese collegially until the appointment of the diocesan administrator. (C. 419)
11. To receive the apostolic letters of the appointment of the diocesan Bishop. (C. 382 # 2 and 404 # 1)
12. To receive the profession of faith from the Diocesan Administrator. (C. 833 # 4)
13. Some members of the College are consulted by the Apostolic Nuncio before the appointment of the diocesan Bishop. (C. 377§3)
14. Any other function that the Code of Canon Law or the Episcopal Conference would have provided for.

OTHER FUNCTIONS (Trusted by the Bishop)

- 100.6**
- 1- Advise the Bishop when ever he considers it good and useful for the life of the diocese or for any other questions, at his discretion.
 - 2- He can also submit to the Bishop questions concerning the pastoral or administrative life of the diocese.
 - 3- He advises the Bishop on the appointment of staff and the responsibilities entrusted to them in the diocese.
 - 4- He recommends to the Bishop the priests who will go to studies.
(Cf .: 400.27)
 - 5- He recommends to the Bishop the priests who will benefit from a sabbatical year. (400.36)

COMPOSITION

101.7 The Canon Law mentions that the College of Consultors is formed by the diocesan Bishop and the members are freely appointed by him. The number must not be less than six and not more than twelve. (C. 502)

MANDATE

100.8 According to the Canon Law, the mandate of the College is five years, however after the expiration of five years, it continues to exercise its own functions until a new college is established. (C. 502)

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106.0

CHAPTER OF THE SICK**Introduction:**

106.1

On June 28, 1998, Bishop Roger Despatie established the Chapter of the Sick of the Diocese of Hearst. His successors have always kept this chapter as a spiritual wealth for the diocese.

With the creation of the new diocese Hearst-Moosonee, on December 3, 2018, Mgr Robert Bourgon, first bishop of this diocese, kept this chapter of the sick.

105.2

Given the importance of this Chapter in the spiritual and pastoral life of the diocese, after 32 years of existence, in collaboration with the Coordinator of the diocesan pastoral, Mgr Bourgon considered it useful to review the statutes by adapting them to the current experience in our diocese and revaluing prayer and the sufferings of the sick.

106.3

I - The Church

The Church is the Body of Christ. Each member is important. All are called to service – one for the other, and one with the other – in an atmosphere of joy and hope. As the Council reminds us,¹ “if one member endures anything, all the members co-endure it, and if one member is honored, all the members together rejoice.” This mystery is that of a communion, with everything coming from Christ, and each member living only through his or her union with him.

Christ is the vine.² The fruit that we bear, living in Him, is the result of his grace. And because we are members of the Body of Christ, that grace reflects on the whole Church.

The Church, mystery and communion, or mysterious communion, is a community that is visible and faithful to the Good Shepherd, who built it by sending the Apostles, just as the Father had sent Him. The successors to the Apostles, the bishops, are the shepherds of the Church. They continue the work of Christ together with the successor of Peter. It is their responsibility to gather and guide the People of God.

1- The Council Vatican II «*Lumen Gentium*», no 7

2- John 15

*“A diocese is a portion of the people of God which is entrusted to a bishop to be shepherded by him with the cooperation of the presbytery. Thus by adhering to its pastor and gathered together by him through the Gospel and the Eucharist in the Holy Spirit, it constitutes a particular church in which the one, holy, catholic, and apostolic Church of Christ is truly present and operative.”*¹

106.4 The bishop and the other members of the People of God carry out the ministry of the Church, which is the service of the Gospel. The bishop shares his task in a particular way with the baptized, who are members of the different organizations or councils that are authorized to fill certain roles within the diocesan community.

106.5 **II – Prayer in the Church**

The early Christians were strongly filled with the idea of their union in Christ. This communion permeated every aspect of their lives and was expressed in gatherings that were mainly devoted to prayer. Some of these gatherings, whose aim was to sing praise to the Lord, are at the roots of the divine office, which is still seen today as the official prayer of the Church. Over the centuries, the divine office took on the form of what we call the breviary. The breviary is the inspired prayer *par excellence* because of the texts from which it is composed. It is the prayer for all the hours in the day.

106.6 Since the earliest centuries of Christianity, the bishop made members of the clergy responsible for addressing – on behalf of and for the benefit of all – praise, thanksgiving and supplication to God.

106.7 Later, this task was handed down to the canons² of the cathedral church in each diocese. The canons were responsible for ensuring the public recitation, open to all, of the divine office in the cathedral churches.

106.8 **III – Suffering in the mystery of the Church**

a) The suffering of Christ

The message of Christ is focused on the paschal mystery, mystery of suffering, death and resurrection; Jesus defeated suffering and sin and wants to let us share in his triumph.

1- Council Vatican II «*Christus Dominus*» no. 11

2- (Note: A “canon” is a priest who has received from the bishop a specific title granting him certain functions in the diocese).

Embracing suffering expresses a particular depth of communion with Christ. He did not abolish suffering. He did not want to completely reveal the mystery to us. He took it upon Himself, and it is enough for us to understand the cost. In Christ and with Christ, suffering has become a means of communion and a place of Redemption.

106.9 Christian suffering

Jesus made suffering a path that leads to life, out of his love for us and for his Father. In this way, the Christian who is ill can march towards life in union with Jesus Christ, who today continues to suffer and struggle as long as one of us, members of his Body, is severely affected by suffering. In the Body of Christ that is the Church, “If one member suffers, all suffer together with it”¹

106.10 Paul VI wrote to the sick: “*The Church receives much from your suffering, which is one with the suffering of Christ, suffering that is transformed by the mystery of the cross and becomes leaven in the communion of saints*”² (Oct. 5, 1975). In a mysterious design of divine will, Christ saves for a very close union with Him those He calls to follow Him above all to Golgotha.

106.11 c) Suffering: communion

Illness tends to give those it touches the feeling that they are useless, or even a burden, on earth. And yet, it is these people, who carry in their weakened bodies the weight of the world in motion, who find themselves, through a beautiful turning of the tables by Providence, to be the most active factors in the sanctification of the mystical Body. Through their suffering, they are in deep communion with Jesus and his cross. They are also in communion with their brothers and sisters, their pastors and the whole Church, for whom the sick obtain the fruits of salvation that poured out of the pierced side of the Lord.

106.12 The Church does not cease to envelope in its love all the sick and the suffering of the world, and reminds them that they, too, have a place among the People of God – and not the lesser place. Paul VI emphasizes this point: “*Those who suffer seem rather useless to human society, but they play an active role. They are like Christ, who suffers for others. They are benefactors for their brothers, sings of salvation.*”

1- I Cor. 12:26

2- Letter from the Pope, October 5, 1975

106.13 d) Suffering: mission

In his message to the participants at a congress in Lourdes in July 1981, John Paul II wrote to the suffering and the sick from his hospital room: *“Yes, in the Church and for the world, an important place is reserved for the sick, for they are ‘witnesses to the victory of the cross’ among us.”*

106.14 The sick are one with the Body of Christ. They are united in the Lord’s passion through their own flesh. With Saint Paul, they can say: *“In my flesh I am completing what is lacking in Christ’s afflictions for the sake of his body, that is, the church”*.¹

106.15 The whole Church receives much from the suffering of the sick: they are like leaven in the communion of saints.

The sick have an important mission in the diocesan Church. “The community of the sick who suffer constitute in a sense a special organization in the Church, in the mystical Body of Christ. They receive this profound graft of divine life that the grace of suffering carries with it.”²

106.16 The sick enrich the spiritual treasury by offering their suffering and their prayers. They pave the way for the success of the work of all who are called to apostolic action. This is how the sick serve their diocesan Church.

106.17 IV – “Chapters” in the history of the Church

Throughout the centuries, the Church set up in the dioceses an organization to meet the needs of the time.

Beginning in the first centuries, groups of clerics and priests called “*presbyteria*” were attached to the cathedral churches. Their role was to assist the bishop in the celebration of sacred duties and in the administration of the diocese. Beginning with the Lateran Council, in 1139, a “cathedral chapter” was created in each diocese.

1- Col. 1:24

2- (Message from John Paul II to the staff of the Agostino Gemelli Hospital, 1981).

- 106.18** Made up of a group of experienced and worthy priests, the chapter's main purpose was to offer solemn worship to God and to celebrate the daily prayer office in the cathedral Church. This group also served as a council for the bishop, who consulted with it on important decisions in the administration of the diocese.
- 106.19** Special laws determined the rights and obligations of the members, who were called "canons". Responsible for carrying out solemn duties with the bishop, they were chosen as special assistants and formed the Bishop's supreme council.
- 106.20** Since the founding of "chapters" in the dioceses, each canon has had to participate in the choir of the cathedral Church for the recitation of the breviary, also called the "divine office" or the Liturgy of the Hours. This custom continues to this day in many dioceses around the world.
- 106.21** **V – A new kind of chapter**
- a) Constitution
- The diocese has never had a chapter of canons. The duties granted to chapters of canons throughout the history of the Church have been filled, in our diocese, by the College of consultors. No organization has taken on, in an official way, the prayer role of the chapter of canons.
- 106.22** As Bishop of the diocese of Hearst-Moosonee, I would like to ensure that we have special contributors to the "praying" mission of the diocese's pastoral work. These people form a *chapter* where the "praying" duties of the canons of yesteryear will be filled by people who receive this mandate from the bishop himself, which is considered a real ministry. It is to "witness to the victory of the cross," in the words of John Paul II, that I am speaking, to request your membership in this chapter.
- 106.23** I agree with the decree of 1988 constituting the "**CHAPTER OF THE SICK OF THE DIOCESE OF HEARST,**" by **slightly modifying the statutes of 1988 in this decree and adapting in to the new diocese of Hearst-Moosonee.**

106.24 b) Number of members

“After the Ascension, the apostles and the disciples went to the Upper Room with Peter and John. They devoted themselves to prayer, together with Mary, the Mother of Jesus, as well as his brothers. Together they numbered about one hundred twenty persons”¹

Without their Master, desolate and alone, these 120 disciples watched and prayed for the embryonic Church as they awaited the Pentecost.

106.25 The decree of 1988 stated that the Chapter of the Sick would be made up of 120 people who received a mandate from the bishop to provide a special service of prayer. **I hereby repeal the number of 120.** I am entrusting the mandate to those persons chosen by the Coordinator of Pastoral Services, no matter the number, to constitute this Chapter of the Sick.

106.26 As the Apostles and disciples did in the Upper Room, these persons, one with Mary, Mother of the Church, will bring before the Lord the joys and sorrows, the praise and requests of our Christian community.

106.27 c) Ministry entrusted to the sick

Although our century pushes us to believe more in our own efforts than in the power of God, we recognize the importance of the prayer of the sick. Consecrated by baptism, they exercise their royal priesthood by offering their suffering, which is one with Christ’s suffering, and by offering prayers of praise and intercession on behalf of the whole diocese.

106.28 This ministry that is entrusted to them by the bishop involves the entire diocesan community and the entire ministry of the Church here in the diocese of Hearst. Only the Lord, “because apart from whom we can do nothing”² can make our work bear fruit. Members of the chapter will carry out their mission by offering themselves to Christ with all the faithful of the diocese, whom they will carry in their hearts.

106.29 “All that is done well in the Church is done by the secret movement of praying and suffering people throughout the earth.”³

1- see Acts 1:12-15.

2- John 15:5

3- Saint Augustine

106.30 d) Selection criteria

In order to be appointed a member of the Chapter of the Sick, one has to be confined to the home or to the hospital because of illness without foreseen changes to his or her situation. The person agrees, as much as possible, to pray at least fifteen minutes every day between 10 a.m. and 11 a.m. They can fulfill their obligations by praying the Rosary, a personal prayer or a prayer prepared especially for the members of the Chapter of the Sick.

106.31 It is the pastoral responsibility of the pastor or the parish administrator to approach individuals in order to find, or not, an interest in the Chapter of the Sick. If the person is interested, his or her name is then submitted to the Bishop.

106.32 e) Nomination of members

Since it is a diocesan chapter, the nomination and the mandate are granted by the Bishop and, subsequently, can revoke it. Once a mandate has been issued it is the pastoral responsibility of the pastor or the parish administrator to deliver it to the new member. A copy of the Diocesan Prayer Companion will also be given at this time.

NB: 1 – The Prayer Companion remains the property of the Diocese.

NB: 2 – A copy of the mandate is to be sent by the chancery office to the Diocesan Pastoral Coordinator of the Diocese.

106.33 f) Resignation from the Chapter of the Sick

Should a member wish to resign from the Chapter of the Sick, he or she needs to give a written notification to the Bishop. No explanation needed.

106.34 Upon the death of a member, a notification needs to be sent to the Bishop by the pastor or parish administrator.

The chancery office will also inform the Diocesan Pastoral Coordinator of the Diocese of any changes in statutes of each member.

106.35 g) Registration of members for the Chapter of the Sick

The chancery office of the Diocese will keep an updated list of all members of the Chapter of the Sick. A copy of such a list will be sent to and reviewed regularly with the Diocesan Pastoral Coordinator.

106.36 h) Communication with the members of the Chapter of the Sick

Once a month – or otherwise for special needs and circumstances – the bishop will issue some prayer intentions specifically for the members. The chancery office will forward these intentions to the pastors – or those in charge of parish communities – who, in turn and as part of their pastoral responsibilities, will inform the members of the Chapters of the Sick.

106.37 i) Patroness of the Chapter of the Sick

The Virgin Mary, under the name of Our Lady of the Assumption, is the patroness of the Chapter of the Sick in the Diocese of Hearst-Moosonee.

111.0 **COUNCIL OF PRIETS**

111.1 **DOCTRINAL AND JUDICIAL FOUNDATIONS:**

Vatican Council II asked for the formation of the Council of Priests. ¹

Canon 495, #1 will say: «In each diocese there is to be established a council of priests» and the Canon 496 will say: "The council of priests is to have its own statutes. There are to be approved by the diocesan Bishop, having taken account of the norms laid down by the Episcopal Conference ". (C.496)

111.2 Bishop Robert Bourgon, on January 18, 2019, constituted the first Council of priests, in the new diocese Hearst-Moosonee.

111.3 **NATURE:**

The Council of priests is this body of priests of the diocese which aims to assist the Bishop in the government of the Diocese under the terms of Law, to promote dialogue both between the Bishop and his priests and between the priests themselves, also to promote the well-being, spiritual and priestly life of the ordained ministers of the diocesan Church.

111.4 **FUNCTION:**

a) To deal with the most important questions which relate to the sanctification of the faithful, to doctrine in general, to the government of the diocese;

b) Meet the requirements of the Canon law.

111.5 **THE CANON LAW MENTIONED THAT IT SHOULD BE CONSULTED:**

- To celebrate the diocesan synod. (C. 461 # 1)

- To establish, suppress or alter parishes. (C. 515 # 2)

- For the destination of voluntary offerings to someone who fulfills a parochial function. (C. 531)

1- Vatican II, «Lumen gentium» no. 28

- For the remuneration of clerics. (C. 531)
- To establish a Parish Pastoral Council. (C.536)
- To authorize the build of a church. (C. 1215)
- To reduce a church to secular use. (C. 1222 # 2)
- To impose, according to the needs of the diocese, a contribution ordinary and an extraordinary contribution in case of serious need. (C. 1263)
- The members of council of priests must be invited to the diocesan synod. (463 # 4)

111.6 **COMPETENCY**

The Council of priest may deal with any question provided that the Bishop proposes or at least admits discussion of it. (C. 550)

The Council has only consultative vote (C. 500 §2). He can never acts without the diocesan Bishop (C. 500§3).

In cases provided for by Canon Law, the Bishop has the obligation to consult him for the very validity of his own decision. (C. 500§2).

By its nature and by its way of proceeding, the Council of priests occupies an eminent place among other organizations of the same kind.(495§1)

COMPOSITION

111.7 The diocesan bishop is its president. (C. 500 # 1).

Designation of members of the council of priests (C. 497)

- 1° about half are to be freely elected by the priests themselves.
- 2° some priests must, in accordance with the statutes, be ex officio.
 - Vicar general
 - Chancellor (if he is a priest)
- 3° - Others named freely by the Diocesan Bishop.

RIGHT TO ELECTION OF COUNCIL OF PRIESTS. (C. 498)

111.8 1° All incardinated diocesan priests and residents in the diocese.

111.9 2° All priests who remain in the diocese and exercise a function there whether they are diocesan priests not incardinated in the diocese or priests members of a religious community or of a society of apostolic life.

111.10 The executive committee is made up of three members elected by secret ballot, including the Co-president.

111.11 MEETINGS OF THE COUNCIL OF PRIESTS

Number

There must be a minimum of two Council meetings per year, one of which should take place at the start of the pastoral year.

Special assemblies may be convened by the Bishop or by the executive office with the consent of the Bishop.

Location

111.12 Meetings will be held at the location determined by the executive.

Vote

111.13 Majority voting will be privileged, except in the cases provided for in the Diocesan Code or in Canon Law.

Attendance at meetings

111.14 All priests are required to attend meetings of the Council of priests, with the exception of those who would have been exempted by the Bishop.

111.15 The priests must be free for the whole day (two days if necessary) and remain present until the end of the meeting.

SECRETARY OF MEETINGS

111.16 The secretary of the executive will act as secretary to the meeting of the Council of priests.

DURATION OF COUNCIL OF PRIESTS

111.17 The Council priests ceases with the vacancy of the episcopal seat, but the new Bishop must reconstitute it in the year following the taking possession of the episcopal seat. (C. 501 # 2)

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EXECUTIVE OF THE COUNCIL OF PRIESTS

111.18 President of the Council of priests and of the Executive

Canon 500 # 1 mentions that it is the diocesan Bishop who is the president of the council of priests and thereby is president of the executive. He convenes meetings and determines the questions to be dealt with. It announces the decisions of the Council after its approval.

111.19 The Co-President of the Presbyteral Council and of the Executive

The Co-President is elected by secret ballot by the Council (cf.: 111.10)

111.20 Its main functions are to prepare, with the Bishop, the agenda of assemblies with the collaboration of the other elected members and to convene assemblies in the name of the Bishop (C. 500). If the Bishop desires, chair the council meeting. In the absence of the co-president, the Bishop can appoint a temporary manager.

111.21 The secretary of the executive

The members of the executive committee will choose themselves a secretary among the elected members.

The main functions of the secretary are:

1. to draw up the minutes of each meeting of the executive board and to send a copy to the bishop as well as to each priest of the diocese, during the week following the meeting;
2. to collaborate in the preparation of the agenda of the meetings of the Council of priests;
3. take care of general correspondence;
4. to send circulars from the Council.

111.22 Functions of the executive:

- a) The ordinary function of any executive.
- b) He is responsible for the organization of annual recollection, and all that can promote the well-being, spiritual life and continuing education of priests.
- c) He is particularly interested in studying priests and deacons, the sick and the retired.
- d) He closely follows the functioning of priests and deacons in the experiences that take place in the diocese:
 - twin parishes;
 - ordained ministries which combine parish activity with another function, for example education;
 - he has a special interest in ordained ministers responsible for certain particular ministries of the diocese.
- e) He works in collaboration with the other diocesan services and councils in which priests and deacons are involved.

Mandate of members of the executive

111.23 All members of the executive are elected for a period of two years; they can be elected for a second term.

111.24 During the vote, to keep a certain continuity, we will have to keep at least 50% of the members in office.

111.25 If a member resigns from the executive, the executive himself appoints a priest of his choice to terminate the member's term.

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3. The most important administrative acts, taking into account the economic state of the diocese. (. 1277)

121.6 The Diocesan Finance committee must be consulted in the following circumstances:

4. For the appointment of the Diocesan financial administrator as well as for his change within its five-year term. (C. 494 §2)
5. In the vacancy of the episcopal seat, elect another Diocesan financial administrator temporarily, if the Diocesan financial administrator in office was elected administrator of the diocese. (C. 423§2).
6. To determine the acts which exceed the limits and the mode of ordinary administration for the parishes. (C. 1281 §2)

121.7 It the duty of the Council:

7. To prepare each year, according to the indications of the Bishop, the budget income and expenses to forecast for the government of the diocese whole for the coming year (C.493)
8. To approve the accounts of income and expenditure for the past year. (C.493)
9. The functions entrusted to it in Book V on the temporal goods of the Church. (C. 493) These functions are in canons 1254-1310. Here is a summary:
 - 9.1 Advise the Bishop on his obligation to warn the faithful to provide for the needs of the Church, apostolic and charitable works and the honest subsistence of his ministers. (C. 222 §1 and 1261 § 2)
 - 9.2 Advise the Bishop on the right he has to impose for the needs of the diocese, a moderate contribution and in case of serious necessity an extraordinary and also moderate contribution. (C. 1263)
 - 9.3 Advise the Bishop on his right to prescribe a special quest for parish, diocesan, national or universal projects. (C.1266)

- 9.4 Under the responsibility of the Bishop, watch carefully over the administration of all property belonging to public legal persons who are subject. (C. 1276)
- 9.5 Under the responsibility of the Bishop organize the entire administration of ecclesiastical goods. (C. 1276 §2)
- 9.6 Administer the property of the Episcopal Corporation in the name of the Church (C. 1282) under the responsibility of the Bishop and the diocesan financial administrator.
- 9.7 Order the goods of the Episcopal Corporation so that they meet to the real needs of pastoral care.
- 9.8 Establish pastoral priorities with the Pastoral Council and assess their financial needs.
- 9.9 Ensure that the property of the Episcopal Corporation does not perish and are not damaged in any way. (C. 1284 §4)
- 9.10 Advise in the payment of interest and in the repayment of capital when necessary. (C. 1284 §5)
- 9.11 Advise the Bishop and the diocesan financial administrator for investments. (C. 1284 §6)
- 9.12 Advise the Bishop on civil labor and social legislation relating to personnel employed by the Corporation. (C. 1286 §1)
- 9.13 Advise the Bishop on the fair and honest salary to be paid to the employees of the Episcopal Corporation. (C. 1286 §2)
- 9.14 To help the Bishop in his obligation to give an account to the faithful of the use of the goods they have offered to the Church. (C. 1987 §2)
- 9.15 Advise the Bishop and the diocesan financial administrator with regard to finances, loans, investments, loans, constructions, repairs to the properties of the Episcopal Corporation for the whole of the diocese.
- 9.16 Advise the Bishop in the application of canonical and diocesan legislation in the parishes, especially Section V of the Diocesan Code.
- 9.17 It establishes standards for diocesan gifts (tariffs).

121.8 9.18 He is also empowered to readjust all diocesan tariffs. These rates will be sent to members of the Presbyteral Council in particular. If at a next general meeting there is no proposal to the contrary, the suggestions of the council will be presented to the bishop so that it gives them the force of law.

121.9 **AUTHORITY OF THE DIOCESAN FINANCIAL COMMITTEE**

Canon 492 §1 makes the Financial Committee compulsory in each diocese. In some cases, the Law obliges the Bishop to take his opinion for the validity of his own decision, in other cases, he must simply consult it. According to the very terms of Canon 493, the Council for Economic Affairs is one of the "administrators" under the responsibility of the diocesan Bishop and the financial administrator. (C. 494 §3)

121.10 **VOTE**

We will always tend to reach consensus. If however we are obliged to take the vote, the result must include at least 2/3 of the members present. It is understood that the Bishop present does not vote.

121.11 **COMPOSITION**

It is composed

- a) ex officio members: the Bishop, the diocesan financial administrator.
- b) at least three faithful appointed by the Bishop. (C. 492 §1)
- c) a representative of the presbyterum,
- d) other members chosen by the Bishop or Financial Committee because of their competence.

120.12 **TERM OF MEMBERSHIP**

The members' mandate is renewable for 5 years. (C. 492 §2)

If a member named resigns, (Cf. : 120.12, b), the Bishop will see to replacing him. If it is an elected member or a member chosen by the Council (cf.: 120.12 c) and d), the Council itself will see to his replacement.

121.13 **SPECIAL FUNCTIONS WITHIN THE BOARD**

The board will choose a co-president who will have the following function:

- to chair the meetings of the Financial Committee
- to help prepare the agenda

The term of the co-president will be 2 years renewable.

120.14 **THE DIOCESAN FINANCIAL ADMINISTRATOR**

He must, at the end of the year, report income and expenses to the Financial Committee (C. 494 §4)

He is appointed for five years, after consultation with the College of Consultors and the Council for Economic Affairs. (C. 494 §1 and §2) and can be named for other terms.

Its role will be further explained in the Diocesan Code, Section II, D.

It is up to him to prepare and present the diocesan budget.

Other functions proposed by the bishop.

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123.0 PARISH FINANCE COMMITTEE**123.1** INTRODUCTION

The Dogmatic Constitution on the Church asks pastors "to recognize and promote the dignity as well as the responsibility of the layman in the Church. Let them willingly make use of his prudent advice. Let them confidently assign duties to him in the service of the Church, allowing him freedom and room for action. Further, let them encourage the layman so that he may undertake tasks on his own initiative." (*Lumen Gentium*, #37)

123.2 The Code of Canon Law, in wanting to carry this out in a concrete manner, requests the pastors to be assisted by competent lay people. Canon 228 #2 states: "Lay people who are outstanding in the requisite knowledge, prudence and integrity, are capable of being experts or advisors, even in councils in accordance with the law, in order to provide assistance to the Pastors of the Church. Therefore, Canon 492 renders it compulsory to establish a Diocesan Finance Committee and Canon 537 makes it compulsory for each parish.

123.3 THE LAW

"In each parish there is to be a finance committee 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 the norms laid down by the diocesan Bishop, and it is comprised of members of the faithful and selected according to these norms." (C. 537)

123.4 Canon 532 says: "In all juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with canons 1281-1288".

123.5 When Canon Law speaks of "juridical matters", it does not speak of "civil or legal matters", which are strictly reserved for the Bishop in accordance with the Diocesan Civil Charter, but speaks solely of the responsibility granted by the Canon Law and the Diocesan Legislature.

123.6 **NATURE OF THIS COMMITTEE**

The Parish Finance Committee, canonically constituted shares with the parish priest one of the Bishop's important mission which is to "govern" and more specifically in the economic field.

123.7 According to the Canon Law, two councils (committees) help the parish priest in the mission he has received from the Bishop to be the proper pastor of a community of faithful in the Diocesan Church.

123.8 These two councils are: The Parish Pastoral Council and Parish Finance Committee. Hence, the latter, while administering the goods of the parish so that they correspond to the real needs of the pastoral work, is not a pastoral committee. It is not within its sphere of action to plan, organize and effectuate the pastoral activity in the parish. While being an important committee, it is limited to material matters in accordance with the function described below. It is an autonomous committee which is not accountable to the Parish Pastoral Council, even if these two councils must work closely together.

123.9 **FUNCTION**

- 1) to administer the goods of the parish in the name of the Church (C. 1282), under the responsibility of the parish priest, (C. 532) or someone appointed by the Bishop.
- 2) to dispose the goods of the parish so that they correspond to the true needs of the pastoral work.
- 3) to evaluate the financial needs of the pastoral work and to establish its priorities.
- 4) to be vigilant that no goods of the parish in any way parish or suffer damage (C. 1284 #1).
- 5) to seek accurately and at the proper time the income and produce of the parish, guard them securely and expend them in accordance with the wishes of the donor. (C. 1284 #4)
- 6) at the proper time to pay the interest which is due by reason of a loan and take care that in due time the capital is repaid. (C. 1284 #5)

- 7) with the consent of the Ordinary, to make use of money which is surplus after payment of expenses and which can be profitably invested for the purposes of the parish. (C. 1284 #6)
- 8) to keep accurate records of income and expenditure (C. 1284 #7)
- 9) if possible, to establish a budget and to draw up a financial report which will be presented to the parish (C. 1284.8 #8)
- 10) in making contracts of employment, to observe accurately, according to the principles taught by the Church, the civil law as relating to labour and social life. (C. 1286 #1)
- 11) to pay to those who work for them under contract a just and honest wage which will be sufficient to provide for their needs and those of their dependents. (C. 1286 #2)
- 12) to render accounts to the faithful concerning the goods they have given to the Church. (C. 1287 #2)
- 13) this committee is strictly submitted to the legislation concerning the Parish Financial Administration which is published in the Diocesan Code numbers 600ss Section VI.
- 14) it looks after finance, lending, investments, borrowing, constructions, repairs to the parish properties. It cannot in any way alienate the goods of the parish. It cannot make any legal transaction without the written authorization of the Bishop.

123.10**COMPETENCE - AUTHORITY OF THIS COMMITTEE**

Since Canon 532 states that the parish priest acts in the person of the parish in all juridical matters, and since Canon 537 stipulates that selected members of the faithful help the parish priest in the administration of the goods of the parish, it is clear that the parish priest is ultimately responsible for the parish administration and must answer to the Bishop in these matters. However, the Code does not mention that the committee is solely "consultative" as is the case for the Parish Pastoral Council. (cf. Canon 536 #2) Hence even if the parish priest is ultimately the responsible one, this responsibility is to be shared with the Parish Finance Committee - he must thus listen to his committee in all

financial matters of the parish. In certain cases, the Bishop may grant full jurisdiction of the parish administration to a committee, under the responsibility of an administrator.

123.11 Neither the committee nor the pastor has the authority to make decisions that would contradict the common good of the parish or properly established diocesan policies.

123.12 Parish committees should always strive to achieve consensus. However, where a vote is needed, the result should be at least 2/3 in favour.

COMPOSITION

123.13 In its composition the Parish Finance Committee must be represented by members of the faithful who possess certain basic qualifications such as: a genuine commitment in the life of the parish, (at least a practicing Catholic), an understanding of economic matters, an ability to listen, reflect and express themselves with care, an opening to others, all of which can assure a sound working of the committee.

A rightful need for efficiency suggests among other things that the membership number be within reason. It is up to each committee to choose this number, which will be not less than three (3) plus the president.

SELECTION OF MEMBERS

The selection of members shall be carried out through:

123.14 a) **Elections**, which could be held in different ways. For example, there could be general election preceded by spontaneous candidacies or candidates proposed by one or several faithful of the parish; or even candidates proposed by the Committee itself.

123.15 b) There is also the possibility for the president to name directly the new members. These methods of selection help to find people who are truly qualified, a fact that is often difficult to evaluate for the parish as a whole.

123.16 To ensure a true participation from the parish, it is preferable that the president designate not more than 1/3 of the members. The members designated by the president will cease to be in office when the president leaves the parish.

123.17 Council's elected members remain in office for the length of the mandate even if the president changes.

123.18 Let it be known to the Diocesan Finance Committee the names of the persons who comprise this Parish Finance Committee, as well as their specific roles. The chairperson's name and address will be published in the Diocesan Directory.

123.19 **LENGTH OF MANDATE**

The parish priest, the moderator-priest of the parish, the administrator have no term on the Committee, other than their nomination. The mandate for each committee member shall be for a duration of two years, renewable twice. Thus a member could be on the Committee for six consecutive years with the possibility of returning to the Committee after an absence of two years.

123.20 So as to maintain a minimum of stability necessary for efficiency, not more than 1/3 of the members should be replaced within a one-year period of preferable a two-year period.

123.21 When a vacancy occurs on the Committee, the Committee itself shall name a substitute member, serve for a full two-year term, renewable twice, independently of how long the previous member had already served on the Committee.

SPECIFIC ROLES WITHIN THE PARISH FINANCE COMMITTEE

123.22 **The President: (parish priest or moderator)**

He is the one who calls the Committee together. He recalls the committee's goals and guards the vitality and dynamism necessary for its proper functioning. This responsibility falls upon the parish priest or the moderator of the pastoral care of the parish (C. 517 #2), the one who is accountable to the Bishop for the administration of the parish.

123.23 In those parishes where administrators have been rightly named by the Bishop, in the absence of the moderator-priest, these administrators shall undertake the president's role. However, the decisions must be ratified by the said priest. In the presence of the moderator-priest, the administrator presides the meeting.

123.24 In the absence of the parish priest, the moderator-priest or the administrator (if the moderator-priest is absent from the parish), the Committee cannot hold a meeting.

123.25 **The Chairperson:**

A member of the Committee designated or elected by the Committee who will help the pastor in his task of presidency. The chairperson will see to the good working of the Committee and together with the president, strive to make the Committee active and concerned about its proposed objectives.

123.26 The chairperson animates and chairs the meetings, encouraging all members to participate actively and to express their views freely. In this way, the Committee and ultimately the whole parish can fully benefit from the diverse gifts of all its members.

123.27 **The Secretary:**

This function could be occupied by the same person who is secretary for the parish. Preferably, this person should not be a member of the Committee, given the extensive, technical role this person has to fulfill during the meetings, in their convocation and in their preparation: dossiers, documents, implementation of certain request or decisions of the meeting.

123.28 **PROCEDURES**

This Committee meets when deemed necessary, at least 4 times a year.

123.29 The president, the chairperson and one other member named by the committee are responsible for drawing up the agenda.

123.30 Each Committee member can suggest additional items for the agenda to be discussed either at that particular meeting, if need be, or at a subsequent meeting.

123.31 The president, on his own or at the request of one or more Committee members, can call a special meeting of the Committee, if he deems it appropriate.

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Basically all aspects of the Diocesan Pastoral life fall within its «field of competence», «terms of reference» yet always respecting the specific competency of the various established Diocesan organizations.

A direct consequence of this is the promotion of Pastoral activity as a whole: this objective naturally brings it to make recommendations to the competent organizations through the Bishop or the Diocesan Pastoral Coordinator.

131.4 **THE COMPOSITION:**

It is made up of the priests, deacons, parish animators, pastoral agents and anyone responsible of a diocesan file at the pastoral level.

131.5 **AN ADDITION TO THE PASTORAL COUNCIL**

In order for the Bishop to be more aware of the pastoral needs of the People of God, there will be a meeting, once a year, of all the parish pastoral committees.

131.6 **MANDATE AND TERMS OF OFFICE:**

Priests and deacons: as long as they will be incardinated for the diocese.
Parish animators: term of their mandate in the diocese.
Pastoral agents: term of their mandate.

When the Bishop's See becomes vacant, the Diocesan Pastoral Council falls.
(C. #513.2)

131.7 **MEETINGS**

- At least two meetings each year.

THE STRUCTURE:

131.8 **President of the council:** The Bishop ¹

He is in front of, head of, he who gathers the Council. He is in a manner of speaking the Memory of the Council's goals and objectives and the guardian of the dynamism necessary for its vitality. He convenes and presides the Council. He is present to all deliberations and ensures the follow-up of the propositions.

1- Canon Law 514#1

131.9 **Co-President of the Council:**

The Pastoral Coordinator is also co-president of the Council and shares with the Bishop its presidency under his authority. He may chair the meetings. He oversees the general functions of the Council and is responsible with the President of its vitality and fidelity in the follow-up of the proposed objectives. He is the person who counsels and proposes.

131.10 **Secretary:**

-A person chosen by the Council, preferably not a member because of the technical aspect of the work and the quantity of work to be accomplished both during and between the meetings.

-At the request of the President, the Secretary notifies the members of meetings either by mail, fax, telephone or personally.

-Distributes the agenda.

-Draws up the minutes of the meetings and reads them at subsequent meetings.

-Sends the minutes to the members.

-Receives and ensures all correspondence with the various Diocesan and Regional committees, groups or organizations.

-Communicates with the Parish Pastoral Councils.

131.11 **EXECUTIVE of the Diocesan Pastoral Council :**

We will observe, if it is possible, to assure diversity and complementarily in the choice of our members.

131.12 **MANDATE**

The executive of the D.P.C. has the mandate to work with the Bishop and the pastoral coordinator:

- to execute the tasks decided at the meetings

- to organize and realize, short or long term, pastoral projects true to the diocese or inter-diocese

- to coordinate, to revise and evaluate all pastoral activities

- to coordinate, to plan and to execute the annual P.P.C. meeting

131.13 **TERM OF THE MANDATE**

A term of two (2) years.

131.14 **MEETINGS**

Convene whenever necessary.

131.15 **DESIGNATION OF MEMBERS**

The executive is composed of:

- The Bishop
- The Pastoral Coordinator
- Other member appointed by the Bishop

- The present executive foresees to appoint other members for the realization of specific projects.

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135.0 PARISH PASTORAL COUNCIL

135.1 These statutes were drawn up and proposed by a group of laymen from the Notre-Dame-de-Assumption cathedral parish to Bishop Bourgon.

135.2 Bishop Bourgon accepted them and proposed them as a diagram to the parishes, which would adjust them according to each parish's own needs.

135.3 When a parish has drawn up Statutes for the Parish Pastoral council, the full text is to be sent to the Évêché for final approval.

135.4 SOURCES

The Second Vatican Council defined pastoral office as "The habitual and daily care of the people of God".¹ (LG 27) Thus, all activities that have in mind the well-being of the members of the people of God are considered pastoral activities under the responsibility of the pastor.²

135.5 At the biblical level, pastoral activities find their origins and source in the Gospel of Matthew 25 where Jesus tells his disciples: "I was hungry, thirsty, a stranger, naked, in prison, sick and you took care of me". A pastor's concerns are at that level and the PPC is there to assist the pastor.

135.6 The community finds in the liturgy the strength to accomplish its pastoral activities while celebrating them in joy and thanksgiving. Thus, the members of the PPC find their strength and inspiration in the Word of God as celebrated in the various parish liturgies. Indeed, while it is in the liturgy that the Word of God is celebrated, it is through the various pastoral activities that it is lived in the flesh. In other words, the PPC focuses on activities that flow from, and lead to, the parish liturgies. These two axioms of Christian life — liturgy and pastoral — while being closely connected are yet different. It is unthinkable to have one without the other.

135.7 1 - NAME

This Council, which statutes are defined herein and is part of the structure and life of the Cathedral RC Parish (herein "the parish"), is known as the "Parish Pastoral Council" (herein "the PPC").

2- Lumen Gentium # 27

3- Canon Law, # 536§1

135.8 **ARTICLE 2 — Terminology**

Pastor. In the present document, the term "Pastor" refers either to the one appointed as such by the bishop, or the parish administrator, or the person appointed by the bishop to be in charge of the parish with the inherent responsibilities similar to those of a pastor.

135.9 **Parish :** A parish is a certain community of the Christian Faithful whose pastoral care is entrusted to a pastor as its proper pastor under the authority of the diocesan Bishop. The parish includes the People of God living on the territory as shaped by the bishop of the Diocese of Hearst-Moosonee.

135.10 **ARTICLE 3 — Legitimacy**

The legitimacy of the PPC is found in canon 536 §1 of the Code of Canon Law of the Catholic Church. In the diocesan By-Laws it is strongly recommended that a PPC be established in each parish.

135.11 Although the PPC has but a consultative voice, the pastor will show respect for the vote of the members.

135.12 **ARTICLE 4 — Mission**

The PPC being formed of members of the parish community. These people have the responsibility to assist the pastor in the coordination of the pastoral activities.

135.13 **The president** of the PPC is the pastor or his delegate.

135.14 **The co-president** is a lay member of the Council and **the secretary** is a member of the Council.

135.15 The members of the PPC do not accomplish every thing themselves but coordinate what is done and what needs to be done.
They are attentive to the needs of the community and foster the development and growth of the many gifts of all, thus helping in the coordination of resources to address those arising needs. They encourage the beautiful things that are done and pray for all the members of the parish.

135.16 Christian life is based on the incarnation of the Word of God in Jesus Christ. Thus, pastoral activities will be developed around four majors aspects of the Word made flesh. The following are but a few examples of the responsibilities of the PPC:

135.17 THE WORD IS LIVED: Ministries of service to the community

To the sick and dying as well as their families, i.e. Communion to the sick, Chapter of the Sick, . . .

135.18 **To the needy, i.e. (Le Samaritain du Nord), Social justice. To the needs of our elders of the Parish.**

135.19 THE WORD IS ANNOUNCED: Catechesis and Faith Education

Preparation and follow-up to the sacraments, i.e. Baptism, Confirmation, Eucharist, Marriage, the Sick etc. Pastoral Formation.

Promotion and recognition of all, in their activities for one another.

The celebration of special events that foster the community building.

135.20 THE WORD IS CELEBRATED: Various Liturgies and other Celebrations

Daily and Sunday liturgies.

Lay led liturgies of the Word.

School liturgies and liturgies at our different Elderly Centers.

135.21 THE WORD IS PRAYED: Moments of Intimacy with the Lord

The Rosary.

Veneration of the Blessed Sacrament.

135.22 ARTICLE 5 — Membership

The PPC will assign a committee that consult and suggest the future members chosen among the members of the parish. The PPC is not made up of only representatives of the various groups in the parish. The members are firstsdy concerned with the whole of the parish. Thus, when members of a particular group are part of the PPC, they act not as representatives of that particular group but as a member of the parish community.

135.23 Moreover the PPC is not a confederation of people who fulfill pastoral duties in the parish.

135.24 **ARTICLE 6 — Term**

The members are appointed by the pastor for a period of three years, renewable once. The members numbers shall be between 5 and 1.0

135.25 **ARTICLE 7 — Meetings**

There will be no meeting without the presence of the pastor of the parish or his delegate.

135.26 The PPC should meet for a minimum of four (4) times during the year. Should an emergency arise, the pastor may call a meeting of the members to discuss it.

135.27 **ARTICLE 8 — Committees**

In order to better address the pastoral needs of the parish, the members of the PPC can call upon other parish members to assist them in forming an ad hoc committee. This ad hoc committee will act according to directives from the PPC and will report to it if so requested.

135.28 **ARTICLE 9 — Financing**

The financing of projects will be done after consultation with the pastor and the Finance Committee of the Parish. When an activity generates funds, these will be given to the parish.

135.29 **Article 10 — Amendments**

These statutes may be modified by the members at a regular or special meeting. The following criteria will apply: a vote of 2/3 of members present in favour of an amendment as long as there is a simple quorum of the members, that is fifty percent plus one.

135.30 **ARTICLE 11 — Enactment & Dissolution**

The statutes contained herein will be enacted when 2/3 of the members present, at a regular meeting, vote in favour of them.

135.31 The PPC will be dissolved with the departure of the pastor, however, may be reactivated by the new pastor.

135.32 **Parish Pastoral Council - Recruiting new members**

The PPC is open to all members of the Parish community.

1. Each year, a nominating committee is created in February.
2. From mid-February, the weekly parish bulletin becomes an important tool to solicit the interest of parishioners. Thus, it shall include a bilingual information sheet which describes the mission, the mandate, the length of the mandate, the number of meetings during the year, the current projects, etc., to promote parishioners involvement with the PPC.
3. Nomination process:
 - 3.1. Interested parishioners give their names in writing to the parish secretary or the nominating committee or the president of the PPC by May 1st.
 - 3.2. Other MEMBERS of the PPC, as well as the nominating committee, may nominate individuals who could sit on the council. These names must also be submitted by May 1st.
 - 3.3. Once all the names have been received, this person notes their contact information and may ask for a brief CV, if the parish priest deems it necessary. /He and/or nominating committee members may also choose to meet individually with candidates and/or with nominated parish newcomers, to provide them with documentation to read before the election.
4. The election for new members is held in early June and the first meeting with these new members is scheduled for two weeks later.

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139.0 STATUTES OF THE DIOCESAN LITURGY COUNCIL ¹**139.1 Preamble**

This document was written using the following references:

- The Conciliar Constitution on the Liturgy, (*Sacra Liturgica, December 4, 1963*)
- Instruction on the liturgy - (*September 26, 1964, Execution of the Conciliar Constitution*)
- The National Bulletin of the Liturgy (*Vol. II, # 16, pages 258 ff. January-February 1968*) ²
- Canon Law (1983) - cf.: analytical table of the “Liturgy” Code
- The Catechism of the Catholic Church, promulgated by the Apostolic Constitution: "*Fidei depositum*", *October 11, 1992*, pages 49 ff.

139.2 Nature and purposes of the Council

It is a diocesan council under the authority of the Bishop.³ In collaboration with the diocesan pastoral ministry and with the parish leaders and pastoral agents, it aims to accompany and orient the liturgical life of the diocese. He is at the service of the people of God who, by virtue of his baptism, has the right and the duty to participate in the liturgy, the primary and indispensable source of a true Christian spirit.

It therefore touches on all elements of the liturgy as well as on liturgical places.

139.3 Composition of the Board

Ex-officio members: the bishop, the diocesan director of the liturgy, the one responsible for diocesan pastoral work, the bishop's ceremonial.

Other members appointed by the bishop: priests, deacons, nuns, laity.

139.4 Term of members

A two-year term renewable once.

1- Status proposed by the Diocesan Council of Liturgy - approved by the bishop on February 5, 2003

Accepted by the Bishop of the Diocese of Hearst Moosonee., January 18, 2019.

2- The “National Liturgy Bulletin” is an instrument of the Canadian Catholic Conference. - The flight. II, 416 deals with the Diocesan Liturgy Commission, text prepared with the participation of the Diocesan Liturgy Commissions, approved by the Canadian Episcopate.

3- Instruction on the Liturgy, Sept. 26, 1964, # 22 and National Liturgy Bulletin Vol II, # 16, p. 259 article 3 and 7 4- Ibidem # 3, p.259 5- Ibidem 6- Ibidem, # 5. page 259

139.5 Role and functions of the director¹

- 5.1 Convene, chair meetings and coordinate the work of the Board.
- 5.2 Keep oneself informed of changes taking place in the liturgical field. Also, see the adaptations that are allowed by the ordinary place.
- 5.3 Work in concert with the local ordinary and the diocesan pastoral minister.
- 5.4 See to the application of Council decisions.

139.6 Role and functions of the board

A) With people and organizations²

139.7 6.1 With the Bishop

He informs the bishop, advises him and offers him action programs on liturgical life.
He reports to him on the work accomplished.

139.8 6.2 With parishes and diocesan organizations

6.2.1 He supports, supports and informs the members of the diocesan community on the following points: liturgical celebrations, liturgical creativity, sacraments and sacramentals, songs and music, liturgical times, places of celebration and their arrangements, decorations.

6.2.2 He sees to the liturgical formation of the people of God and to their full participation in the liturgical life of the Church.

6.2.3 It presents action programs, provides according to its competence information and documentation and makes known the appropriate working instruments.

6.2.4 He is attentive to the quality of the celebrations, their development, gestures, clothing, music, songs and liturgical decorations.

1- The "National Liturgy Bulletin", #16 - January-February 1968, page 259#4

2- Ibidem #7ss

6.2.5 He may deal with specialized questions, have recourse to persons and form committees, provisional or permanent, for the study of relevant files.

6.2.6 It is a service of the Diocesan Pastoral Council (CDP) for all that concerns liturgical pastoral work with priests.

6.2.7 Hformation of the animators.

139.9 B) 6.3 With inter-diocesan organizations ¹

6.3.1 He keeps in communication with the National Liturgy Offices of Canada.

6.3.2 He cooperates with the other diocesan liturgical commissions, both at provincial and national level.

139.10 C) 6.4 With other Churches

6.4.1 He keeps himself informed on matters relating to ecumenism and intercommunion.

139.11 Competence and fields of activity

7.1 Liturgical celebrations ²

Its competence extends to any celebration: Mass and the other sacraments, the sacramentals, the divine office, the celebrations of the Word, etc. In close collaboration with the bishop's ceremonial, he ensures that let the proper nature of each celebration be respected and safeguard the true liturgical spirit.

139.12 7.2 Sacred music and song ³

He advises and encourages the dissemination of a basic repertoire for the song of the assembly (weddings, special celebrations, funerals, etc.)
He encouraged training in sacred music in the parishes of the diocese.

1- Ibidem, p. 261 #13

2- Ibidem, #14ss. And also, see Code of Canon Law

3- Ibidem, # 15

138.13 7.3 Sacred art ¹

The Diocesan Liturgy Council (CDL) also has the function of awakening pastors and the faithful to the sense of the beautiful and the sacred, of advising the bishop and the people in charge in the parishes on the requirements of the liturgy as well as on the planning of sacred places (new constructions, refurbishments and restoration, liturgical clothing and furniture.

138.14 7.4 All other powers legislated by the authority of the universal or diocesan Church.

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1- Ibidem, #16