

Handbook of the Archdiocesan Council

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The Archdiocesan Council of the Archdiocese of Canada

By virtue of the design of its composition, the Archdiocesan Council is representative of the Archdiocese of Canada. Each member needs to understand that it is an honour to serve on the Council, and it carries with it responsibilities and expectations.

- To faithfully attend all meetings.
- To prepare for the meetings.
- To give committee responsibilities a high priority.
- To become familiar with the By-laws of the Archdiocese of Canada and the Statute of the OCA.
- To grow in the faith and to live in accordance with the Gospel.

Information on the Council Sessions

Typically, Council meets twice a year – once in the spring and again in the fall. The meetings take place over two full, consecutive days, and they are normally held in Ottawa at the Archdiocesan Centre.

Officers can be reimbursed by the Archdiocese for their travel expenses incurred in attending the meetings. During the meetings, some light meals are provided by the Archdiocese. Other meals and hotel accommodation are the personal responsibility of the directors.

Composition of the Council

The Bishop is the head of the Archdiocesan Council. He is both an officer and the President of the Corporation. The remaining members of the Council fall into two categories: Officers and Directors.

I. OFFICERS

The Archdiocesan Bishop, on the advice of the Archdiocesan Council, shall appoint candidates to the following positions: Chancellor, Auxiliary Bishop (if any), the Archdiocesan Treasurer, and the Archdiocesan Secretary. These positions comprise the Officers of the Corporation. The appointments may come with an honorarium. The secretary, by virtue of his numerous duties, will be paid a salary.

These appointments shall be reviewed every three years by the Archdiocesan Bishop. Each officer reports to the Bishop. In addition to the duties listed specifically for each officer, the officers will also fully participate in the duties listed under “Duties/Competencies of the Directors.”

A. Chancellor

The Chancellor is Vice-President of the Corporation. The appointment may come with an honorarium commensurate with the duties of the position.

Requirements for the Position

1. The person is a member of clergy of ten years.
2. He has excellent pastoral skills and administrative experience.
3. He is well respected by clergy and laity.
4. He is familiar with canon law and the traditions of the Church.

Duties of the Position

1. The Chancellor acts on behalf of the Bishop.
2. He represents the Bishop and communicates regularly with him, and he receives his assignments from the Bishop.
3. By his office, the chancellor may act for the Bishop in matters that the Bishop has blessed him to attend to.
4. He is one of the four officers with signing authority.
5. He may chair meetings and committees.

B. Treasurer

The Treasurer serves as the Chief Financial Officer of the Archdiocese and holds the corporate seal.

Requirements for the Position

1. The treasurer is a regular communicant in a parish of the Archdiocese.
2. He or she has sound knowledge of financial and business practices, including compliance with federal and provincial government regulations.
3. The treasurer understands the financial structure of the Archdiocese.
4. The treasurer needs strong personal skills as he or she works with a number of different persons on behalf of the Archdiocese.

Duties of the Position

1. He prepares the financial statements and budget for the Archdiocese.
2. He oversees all aspects of income development such as parish assessments and special financial appeals.
3. He prepares financial status reports for the Archdiocesan Council.
4. He is responsible for generating charitable donation receipts for STAS and for other Archdiocesan donations.
5. By virtue of his being one of the four directors of the corporation, the treasurer has signing authority.

C. Secretary

The duties of this position are extensive. Hence, this position is salaried. The secretary serves as both executive administrator to the Bishop and as the Secretary of the Archdiocese.

Requirements for the Position

1. The secretary must be a member of clergy and a regular communicant in a parish in the Archdiocese of Canada.
2. The secretary must have proven executive and management skills. He should have extensive knowledge of a wide variety of non-profit management principles and practices.
3. He must have thorough knowledge of the structure and traditions of the Church.
4. He must be able to work effectively as a team member.
5. He must be able to work confidentially as an executive secretary.
6. He must have strong written and oral communication skills.
7. As an officer, he has signing authority.

Duties of the Position

1. He prepares pastoral letters for major feast days and events.
2. He prepares and sends follow-up communications after parish visits and meetings at which the Bishop is in attendance.
3. He directs an array of clerical and administrative tasks, including typing of correspondence and other material and filing correspondence and other documents.
4. He prepares or assists in the preparation of articles, such as ones on parish visits for the Archdiocesan website.

5. He collects official records and materials of the Archdiocese and directs the activities of the archives.
6. He prepares draft agendas for Archdiocesan Council.
7. He attends to day- to- day such as the mail for other officers.
8. He does the preliminary or background work for some undertakings such as the purchase of a car.

II. Directors of the Archdiocesan Council

In addition to the Archdiocesan Bishop and the three ex-officio positions listed above, there are clergy directors and lay directors.

Clergy Directors

There are six Clergy Directors, including Deans who are ex officio members of the Council. The three remaining clergy directors are elected by the Archdiocesan Assembly. Every effort will be made to ensure that all deaneries are represented on the Council.

Lay Directors

There are six lay directors, all of whom are elected to Council at an Archdiocesan Assembly. In this context, deacons of the church are considered to be lay members. The Assembly will make every effort to elect one lay member from each deanery.

Duties (Competencies) of the Directors

Together with the Officers, the Directors will

1. Implement the decisions of the Archdiocesan Assembly, which include supervising the collection of the assessments fixed by the Archdiocesan Assembly.
2. Approve the Archdiocesan budget and other relevant financial matters. This may include determining the disbursement of Archdiocesan funds.
3. Initiate fundraising projects.
4. Make preparations for the upcoming Archdiocesan Assembly.
5. Serve on committees of the Council.
6. Delineate the boundaries of parishes and deaneries.

7. Provide for the maintenance of Archdiocesan administrative bodies and the allocation of general Archdiocesan funds.

In addition, lay and/or regional representatives will

- Bring to Council's attention any important information and developments in their region.
- Report back to their local constituents any pertinent decisions and undertakings of the Council.

III. Archdiocesan Committees

Listed below are the standing committees of Archdiocesan Council:

1. Business Development and Investment Committee
2. Bylaws Committee
3. Christian Education and Youth Committee
4. Communications Committee
5. Fund-raising Committee
6. Human Resource Committee
7. Legal Committee
8. Mission and Missions Development Committee
9. Theological Education Committee
10. Property Management Committee

(Please note that much of this material is borrowed from our own by-laws and from the Handbook of the Metropolitan Council of the OCA.)