

**SECTION ONE -
Incorporation, Structure
and History**

SECTION 1.1

Act of Incorporation 1968 Chapter 107

An Act to Incorporate the Roman Catholic Archdiocese of Grouard-McLennan

(Assented to May 2nd, 1968)

Her Majesty, by and with the advice and consent of the Legislature Assembly of the Province of Alberta, enacts as follows:

1. This Act may be cited as The Catholic Archdiocese of Grouard-McLennan Act.
2. The Most Reverend Henri Routhier, Archbishop of the Catholic Archdiocese of Grouard-McLennan (hereafter referred to as the “Archdiocese”) and each of his successors in the Archdiocese in communion with the Church of Rome continues as a body corporate and politic by the name of “La Corporation Episcopale Catholique Romaine de Grouard” as successors to the Very Reverend Emile Grouard, heretofore constituted a body corporate under that name by chapter 50 of the Statutes of Alberta, 1914.
3. The corporation is hereby authorized and empowered:
 - a) to acquire by gift, purchase, devise, bequest, transfer or otherwise, real or personal property of every nature in the Province of Alberta and to have, hold, possess, enjoy, take and receive the same for the general uses and purposes, ecclesiastical, religious, charitable, educational and recreational of the Archdiocese or any part thereof;
 - b) to give, sell, exchange, convey, transfer, assign, mortgage, encumber, demise or otherwise dispose of all or any of the property, real or personal, of the corporation or any interest therein;
 - c) to borrow, raise or secure the payment of money for any of the purposes of the corporation in such manner as is considered expedient and in particular by negotiable instruments and by the issue of debentures or debenture stock, bonds, mortgages or obligations, charged upon all or any of the property of the corporation, and to purchase, redeem or pay off any such securities in whole or in part;
 - d) to make loans and to receive mortgages, bonds and debentures, negotiable instruments or other securities as security therefore: and to assign, sell, transfer, hypothecate, pledge or otherwise dispose of mortgages or securities so received; and to discharge and release mortgages or other securities so given, either in whole or in part and to extend the period for payment thereof;
 - e) to give any guarantee for payment of any loan, mortgage, bond or debenture issue, obligations or securities made or issued by any parish or mission, situated within the territorial limits of the corporation;
 - f) to enact such regulations and orders which are considered necessary for the management of the affairs of the corporation.

4. All instruments or documents to be signed or executed by the corporation shall be signed or executed by the Archbishop.
5. (1) The Archbishop may establish parishes or missions within the Archdiocese and every such parish or mission shall become a body politic and corporate by the style and name of “The Parish of” or “The Mission of” or “ La Paroisse de” or “ La Mission de.....” with the specific name given in each case by the Archbishop.
(2) Each such parish or mission shall be represented by the Archbishop and the priest appointed by the Archbishop for the administration of each such parish or mission.
(3) All instruments or documents to be signed or executed by each such parish or mission shall be signed or executed by the parish priest or missionary appointed by the Archbishop to be in charge of such parish or mission as the case may be and by the Archbishop with the seal only of the parish or mission as the case may be.
(4) Each such parish or mission has mutatis mutandis, all the powers herein conferred upon the corporation except the powers conferred in clause (e) of section 3.
6. All powers and authority of the corporation herein authorized to be exercised by the Archbishop may be exercised in like manner by
 - a) the Coadjutor Archbishop of the Archdiocese, or
 - b) the Archbishop or Bishop Auxiliary to the Archbishop or the Archdiocese, or
 - c) the Vicar General of the Archdiocese or
 - d) the member of the Clergy canonically elected or appointed to administer the affairs of the Archdiocese, and all instruments or documents to be signed or executed by the corporation or by any parish or mission may likewise be signed or executed by any of the foregoing persons instead of the Archbishop.
7. Every parish or mission of the Roman Catholic Church in the Province of Alberta that, before the passing of this Act, became a body politic and corporate under An Act to incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca, being chapter 50 of the statutes of Alberta, 1914, is continued as a body corporate by this Act.
8. It shall be lawful for any person or corporation in whose name any real or personal property is now or may hereafter be held in trust or otherwise for the benefit of the Archbishop or for the benefit of any parish or mission established by the Archbishop to assign, convey or transfer it to the corporation or to the parish or mission as the case may be.
9. The powers herein granted are subject to the general laws of the Province now in force or hereafter enacted.
10. An Act to incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca, being chapter 50 of the Statutes of Alberta, 1914 is hereby repealed.

11. This Act comes into force on the day upon which it is assented to.

SECTION 1.2 Bishops of the Archdiocese

Mgr. Henri Faraud, o.m.i.

- 1st Apostolic Vicar of Athabaska Mackenzie from 15 May 1862 to beginning of 1890
- Died 26 Sept. 1890 at St. Boniface
- Buried in the Sanctuary of St. Boniface Cathedral. The remains were transported from St. Boniface to Edmonton on 23 June 1972.

Mgr. Isidore Clut, o.m.i.

- Auxiliary to Mgr. Faraud from 3 August 1864 to beginning of 1890
- Auxiliary to Mgr. Grouard from 18 October 1890 to 9 July 1903
- Died on 9 July 1903 at St. Bernard, Grouard
- Funeral & burial on 23 July 1903 in Grouard.

Mgr. Emile Grouard, o.m.i.

- Apostolic Vicar of Athabasca-Mackenzie from 18 Oct. to 30 July 1901
- Apostolic Vicar of Athabasca from 30 July 1901 to 15 March 1927
- First Apostolic Vicar of Grouard from 15 March 1927 to 17 March 1929
- Died in Grouard on 7 March 1931. Funeral & burial on 12 March 1931

Mgr. Célestin Jousard, o.m.i.

- Coadjutor of Mgr. Grouard from 11 May 1909 to 17 March 1929
- Died on 19 Sept. 1932 at the hospital in McLennan, AB. Funeral on 23 Sept. in Falher, AB.
- Burial in Grouard.

Mgr. Joseph Guy, o.m.i.

- 2nd Apostolic Vicar of Grouard from 3 June 1930 to 2 June 1937
- Died on 8 Dec. 1951. Funeral at St. Peter's Church in Ottawa.

Mgr. Ubald Langlois, o.m.i.

- 3rd Apostolic Vicar of Grouard from 14 July 1938 to 18 Sept. 1953.
- Died 18 Sept. 1953 at Notre-Dame de l'Espérance Hospital.
- The body was laid out at St. Pierre in Montréal. A service was held at St. Joachim in Edmonton. Service and burial on 26 Sept. 1953 in Grouard.

Mgr. Henri Routhier, o.m.i.

- Coadjutor of Mgr. Langlois from 15 June 1945 to 18 Sept. 1953
- 4th Apostolic Vicar of Grouard from 18 Sept. 1953 to 22 July 1967
- 1st Archbishop of Grouard-McLennan from 24 Sept. 1967 to 21 Nov. 1972
- Died at Foyer Youville in St. Albert, AB. on 19 Sept. 1989. Service in St. Albert and also in McLennan. Buried on 28 Sept. 1989 in St. Albert, Alberta.

Mgr. Henri Légaré, o.m.i.

- 2nd Archbishop of Grouard-McLennan from 19 March 1973 to 26 July 1996.
- Retired in Ottawa in 1996. Died 19 July 2004 in Ottawa. Funeral on 23 July at Église Sacré Coeur in Ottawa. Buried in Richelieu QC.

Mgr. Henri Goudreault, o.m.i.

- 3rd Archbishop of Grouard-McLennan from 24 Sept. 1996 to 23 July 1998
- Died in while in office on 23 July 1998 in Edmonton.
- Funeral on 28 July 1998 at the Cathedral in McLennan
- Buried in the Oblate Cemetery in Girouxville, AB.

Mgr. Arthé Guimond

- 4th Archbishop of Grouard-McLennan
- Consecrated and installed on 15 August 2000 in McLennan
- Retired from office on 30 Nov 2006
- Died on 06 February 2013
- Buried in Holy Cross Cemetery in Edmonton AB.

Mgr. Gerard Pettipas, C.Ss.R.

- 5th Archbishop of Grouard-McLennan
- Consecrated on 25 January 2007 in Grande Prairie, AB.
- Presently in office.

SECTION 1.3

Brief History of Parishes & Missions

<u>Location</u>	<u>Name of parish or Mission</u>
Assumption	Our Lady of Assumption (1928).- On 2 September 1928 Rev. Joseph Habay celebrated the 1 st mass in St.Etienne Chapel at Habay.
Atikameg	St. Benedict – In July 1936, Rev. Floc’h came to reside at the mission which had been visited from Grouard since 1873.
Beaverlodge	St. Mary’s (1948) On 26 Sept., Bishop Henri Routhier blessed the church.
Berwyn	St. Cecilia (1922) On 11 Oct., Mgr. Grouard canonically erected the parish under the name of St. Jacques le Majeur. The name was later changed to St. Cecilia.
Bezanson	(Formerly called Kleskun Hill) Our Lady of Perpetual Help (1948). On 18 July, Mgr. Routhier blessed the church.
Bonanza	1960’s Many Creek School served as the church, in the 1980’s Bonanza Gospel Chapel was used.
Cadotte Lake	Sacred Heart (1968) From August to November 1966, the mission moved from Marten River.
Calling Lake	St. Léon Le Grand (1951) On 4 March, Bishop Routhier blessed the Church.
Carcajou	(1911) Construction of a church – St. Michel.
Chipewyan Lake	
Clairmont	Marie Immaculate Church was blessed on 8 Nov. 1917 by Mgr. Emile Grouard.
Codessa (Rahab)	22 January 1933, the opening of the church.
Crooked Creek	Holy Rosary Mission. On 15 Sept. 1946, Bishop Routhier blessed the church under the name of Holy Rosary and St. Francois de Sales.
Desmarais	On 31 January 1896, Mgr. Grouard chose the site for the mission and gave it the name of St. Martin. Rev. Dupé was 1 st resident priest. 1897 – Foundation of the mission.
Donnelly	Eglise Sacré Coeur (1922) 22 Nov. marks the establishment of the parish by Mgr. Grouard.
Driftpile	Ste. Rose de Lima (1929) A house-chapel was constructed under the name of Ste. Theresa of the Child Jesus.
Dunvegan	St. Charles – On 26 Oct. 1867, Rev. Christopher Tissier arrived to reside.
Eaglesham	St. François Xavier, (1930) On 3 December, the 1 st Mass was celebrated by L’Abbé St. Pierre.

East Prairie	Good Shepherd Mission. The church of Enilda was transported by Eric Stubson.
Eleske	Ste. Bernadette – On 25 Dec. 1935 the church is but a 20' by 17' house.
Enilda	Permission was given to build a church on 31 Dec. 1920. On 1 Dec. 1921, Mgr. Grouard chooses St. André to be the patron saint of the mission.
Fairview	St. Thomas More (1929) On 28 March, Fairview becomes a village and Rev. Schwebius constructs the first church.
Falher	Ste. Anne (1917) Establishment of the parish by Mgr. Grouard on 15 June. <u>Incorporation June 4th, 1917.</u>
Faust	St. Anthony (1940) Rev. Habay had the first church constructed with a residence. On 5 Sept. 1943, Mgr. Joseph Guy, o.m.i. solemnly blessed the church.
Fort Vermilion	St. Henry's (1876) Rev. Husson starts to live there. On 29 Dec. 1866, the site of the church was chosen by Mgr. Faraud and Rev. Tisser.
Fox Creek	On 24 April 1949, Rev. Michalowski blesses the unfinished church. On 5 Sept. 1954 the church is solemnly blessed by Mgr. Henri Routhier, o.m.i., under the title of Our Lady of Czestochowa.
Fox Lake	Little Flower Mission (1957) 4 Sept. marks the arrival of the first Soeurs de Ste. Chrétienne. The church was blessed on 20 June, no year indicated.
Friedenstal	St. Boniface Church – On 12 March, Rev. Anton Biehler comes to reside. <u>Incorporated on 22 August 1917</u> by Mgr. Emile Grouard.
Garden River	St. Jean Baptiste – Mgr. Routhier blessed the church on 15 July 1964.
Gift Lake	St. John Bosco – On 14 Sept. 1958, Rev. Baratto, o.m.i., celebrated the first Mass in the new church.
Girouxville	Notre Dame de Lourdes. <u>Incorporated 1 Dec. 1928.</u> The parish is established by Mgr. Grouard.
Goodfare	St. Edouard. On 2 Sept. 1948, Bishop Routhier blessed the church.
Grande Prairie	St. Joseph (1920). <u>Incorporated on 26 April 1920.</u> Established as a parish by Mgr. Grouard.
Grimshaw	Holy Family (1925) Construction of the first church 1952 – Bell from St. Augustine Mission.
Guy	St. Guy (1931) On 26 June, the name St. Guy was chosen and L'abbé Jean-François Mallet was named the first pastor.
Hawk Hills	St. Peter Canisius
Hay River	1879 – Notre Dame des Victoires. Mgr. Faraud resides here with Fathers Grouard and Collignon.
High Level	Our Lady of Good Counsel (1963) Mgr. Routhier blessed the church on 9 June.

High Prairie	St. Paul (1915) named by Mgr. Grouard. <u>Incorporated 13 Nov. 1915.</u>
Hines Creek	Immaculate Heart of Mary (1953) Construction of the church. On 19 June 1955 the church is blessed and dedicated by Mgr. Henri Routhier, o.m.i.
Horse Lake Indian Reserve	
Hythe	St. Edmund (1929) Construction of the church by Rev. Serrand.
Jean Côté	Sacré Cœur. <u>Incorporated on Sept. 17th, 1936</u> by Mgr. Joseph Guy, o.m.i.
John D'Or Prairie	St. Joseph (1965). Rev. Robert Lesmerises is priest at the mission on 21 Oct. 1965.
Joussard	St. Bruno Mission. Mention of construction in 1912. Sisters were installed in 1913 by Mgr. Joussard. In 1930, Mgr. Grouard came to take possession of his post.
Joussard	Ste. Anne (1930) On 21 December, Mgr. Guy, assisted by Rev. Ubald Langlois, o.m.i., blessed the church (quasi-paroisse) on 1 August 1934. The definite foundation of St. Anne's Parish is by Mgr. Joseph Guy, o.m.i.
Kathleen	Ste. Marguerite de Cortonne. Built by Rev. Jules Bedault, o.m.i., and blessed by Mgr. Joseph Guy, o.m.i., on 9 November 1930.
Keg River	St. Jude-Thaddée (1934). In October, the church was built.
Kinuso	St. Félix de Valois, (1917) On 28 Oct., blessing of the church by Rev. Falher, dedicated to St. Félix de Valois by Mgr. Grouard. (Kinuso formerly called Swan River; the name Kinuso comes from a distortion of the chief's name, Kinosiw). The mission was named by Mgr. Emile Grouard on 28 January 1916, who also chose the site. The church was solemnly blessed by Rev. Constant Falher on 28 October 1917 under the authorization of Mgr. Grouard.
Little Buffalo	Holy Family
Little Red River	Sacré Coeur (1887) In 1874-1875, Rev. Dominique Collignon stays to build the church.
Manning	St. James the Major (1950). In February, L'abbé Claude de Champlain has a presbytery purchased by la Corporation. Solemnly blessed by Bishop Henri Routhier, on 16 June 1963.
Marie Reine	Paroisse Marie Reine des Coeurs(1951). On 1 July 1951. the parish was opened. On 1 June 1955, the erection of the (quasi-parish) by Mgr. Henri Routhier, o.m.i.
Meander River	Virgin of the Poor (1903). Rev. Joussard begins to construct a house-chapel called St. Edouard. In 1883 Rev. Laity begins to visit the Slave and Beaver communities.
McLennan	St. John the Baptist Cathedral (1928) In June, Mgr. Grouard established the parish and named Rev. Cozanet as the first priest.

Nampa	St. Charles (1937). On 5 December, the church was blessed by Rev. Eugène Beaucage. On 12 Nov. 1939, the official blessing by Mgr. Ubald Langlois, o.m.i. On 1 June 1955, Nampa was canonically erected as a quasi-parish by Mgr. Henri Routhier, o.m.i.
North Star	On the date of 9 January 1929, the first baptism is inscribed in the register by Rev. Borsutski.
North Tallcree	Blessed Kateri
Notikewin	(1931). Construction of the church.
Paddle Prairie	Christ the King (1929). 1 January, Rev. Jean Louis Marie Quémeneur, o.m.i. celebrates his first Mass in a family home.
Peace River	Immaculate Heart of Mary (1914-construction of a house-chapel). Rev. Camille Deman is the first resident priest. <u>Incorporated Sept. 4th, 1916</u> (St. Augustine Mission – 25 July 1888: the Mission is opened by Rev. Husson. On 16 June 1965, the parish's name changed to Our Lady of Peace.
Peavine (Leicester)	St. Agnes
Peerless Lake	
Rainbow Lake	St. Peter & Paul (1970).
Red Earth Creek	Our Lady of Guadalupe
Rio Grande	St. Patrick (1929). Blessing in June 1918 by Bishop Grouard, accompanied by Father Wagner, of a little church constructed in 1917-1918. Rev. Serrand built the second church.
Rocky Lane	In March, 1970, the first Mass was celebrated in the chapel.
Rycroft	St. Peter & Paul (1936). Rev. Adolphe Vallières from Spirit River began to serve the region. Mission opened in 1942.
St. Isidore	St. Isidore (1953) In September, Rev. Oscar Pinard, priest of Marie-Reine takes charge of the new parish.
Sandy Lake	St. Eugène
Sexsmith	Immaculate Conception (1920). The first Mass celebrated by Rev. Paul Serrand in the church that had been moved from Clairmont. The church was blessed on 6 June 1954 by Mgr. Henri Routhier, o.m.i.
Silver Valley	
Slave Lake	St. Peter Celestin (1890). Rev. Dominique Collignon opens a mission and sends Rev. Falher for the Christmas Season. <u>Incorporated May 10th, 1917</u> by Mgr. Emile Grouard, o.m.i.
Smith	St. James the Major (1922). On 22 May 1922, the church was blessed by Rev. Edouard Pétour, o.m.i. The new church was blessed on 24 July 1955 by Mgr. Henri Routhier, o.m.i.
South Tallcree	St. Michael's

Spirit River	St. Joseph (1902). Construction of the first house-chapel. On 24 August 1927, the church was blessed by Mgr. Emile Gouard, o.m.i.
Sturgeon Lake (Calais)	St. Francis Xavier (1896). Mgr. Isidore Clut names the mission. In 1903, Rev. Girard becomes the first resident priest.
Sucker Creek	Notre Dame de Fatima, (1905). Construction of the 1 st house-chapel. 21 Nov. 1961 – blessing of the new church by Mgr. Henri Routhier, o.m.i.
Sunset House	On 7 March 1954, L'abbé Paul Gagnon begins to serve the region while at the same time being chaplain of the High Prairie hospital.
Tangent	Saints Martyrs Canadiens (1929). On 18 April, the first Mass is celebrated by L'abbé Hamelin at Mr. Purcha's. Limits of the parish are established on 18 Feb. 1953 by Mgr. Henri Routhier, o.m.i.
Trout Lake	Kateri Mission (1940). At Easter was the inauguration of the first house-chapel by Rev. Alfred Bruckert.
Valleyview	St. Rita (1939). The first church was build under Rev. Joseph Paquin. On 26 Feb. 1956, Mgr. Henri Routhier, blessed the new church.
Wabasca	St. Charles (1935) On March 13 th , the mission of Wabasca North took the name of Saint Charles.
Wanham	St. Patrick (1936). On 13 Sept. the church was blessed by Mgr. Joseph Guy, o.m.i.
Webster	1928. Construction of Sacred Heart of Jesus Church by Rev. Serrand. August 14 th , 1938, Rev. Joachim Michalowski becomes the first resident priest.
Whitelaw	St. Theresa of the Child Jesus . On 3 Sept. 1934, Rev. Schwebius was named responsible for the mission by Mgr. Joseph Guy, o.m.i. On 6 August 1945, the church was blessed.
Whitemud Creek	St. Marcel
Worsley	St. Michael's (1966-1999) On 25 December 1966, Mass was celebrated in the church that had moved from North Star

Note highlighted parishes and missions are the ones that are closed

SECTION 1.4 Civil Status of the Archdiocese

Successive steps towards the actual Incorporation of the Archdiocese in 1968:

1. “An Ordinance to Incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, Very Reverend Emile Grouard,” by virtue of Chapter 12 of the Ordinances of the North-West Territories, 1902.
2. Chapter 12 of the Ordinances of the North-West Territories 1902 is repealed in 1911, insofar as it applies to the Province of Alberta, and is replaced by chapter 52 of the Statutes of Alberta, 2-3 George V, 1911-1912.
3. Chapter 52 of the Statutes of Alberta, 2-3 George V, 1911-1912, is repealed and replaced by Chapter 50: “An Act to incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca,” assented to October, 22, 1914

This Act is like a commentary, an explanation, of the meaning of the actual Incorporation:

“Whereas the Very Reverend Emile Grouard, Roman Catholic Bishop of the Apostolic Vicariate of Athabasca has petitioned to be incorporated and authorized to acquire and possess real and personal estate in the Province of Alberta for religious purposes; and whereas the Bishop of the Apostolic Vicariate of Athabasca wishes to be assisted in the management of said estates and he has petitioned for the right to incorporate Catholic parishes and missions in the Apostolic Vicariate of Athabasca now existing, or what may hereafter be organized:

Therefore, His Majesty... enacts as follows:

- a) The Very Reverend Emile Grouard, Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and each of his successors in the said Apostolic Vicariate in communion with the Church of Rome, shall be, and is by these presents declared and established a corporate body in fact and in name under the name of “La Corporation Episcopale Catholique Romaine d’Athabasca”, and under this name shall have the right of succession in perpetuity and shall have a corporate seal... and may under the name aforesaid...buy, acquire, hold, possess, enjoy, take and receive for religious purposes, any land, or real and personal estate ... dispose of by sale, transfer or mortgage, lease, exchange or otherwise...
- b) If any parish or mission of the Roman Catholic Church own or wish to acquire any lands for the erection of a church, chapel, parsonage house, or for cemeteries, or other worship purposes, such parish or mission, from the fact of its canonical erection, shall become a body politic and corporate, which will be represented by His Lordship the Bishop of the Apostolic Vicariate of Athabasca.
- c) These different corporations will be known under the name of “The Roman Catholic Parish or the Roman Catholic Mission of... of the Apostolic Vicariate of Athabasca
- d) The said parishes and missions under those names and represented as above, may have perpetual succession and a seal ... and may, under the same name and at the same time in

future, buy, acquire by gift, devise, bequest, transfer, purchase or otherwise hold, possess, enjoy, take and receive for the benefit of their said establishment, any lands or real and personal estate... dispose of by sale transfer of mortgage, lease, exchange or otherwise, and with the proceeds therefore may acquire other lands, tenements, hereditaments and other property or invest the same in any security whatsoever for the use of said parishes and missions and shall have the power to borrow for the purposes of the said corporation on mortgage, promissory notes or other security.

- e) All property already assigned for the maintenance and support of the Roman Catholic parishes and missions may be transferred as heretofore indicated to any of said parishes or missions as incorporated under this Act.
- f) The patents applied for in the name of the Roman Catholic parishes and missions shall become the property of said parishes and missions to which lands have been donated or granted.

4. Chapter 74, 1928: “An Act to amend Chapter 50 of the Statutes of Alberta 1914”.

Section 1 is amended by deleting the words “d’Athabasca” and substituting the words “de Grouard”.

5. Chapter 113 of the Statutes of Alberta, Second Session, 12th Legislature, 3 Elizabeth II, 1954, Bill No.6: “An Act to amend the Act Incorporating the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca”.

A new section is added immediately after Section 7 (Section 7a) exempting from taxation parcels of lands with buildings not exceeding three acres... “for educational purposes”, namely the parish dormitories at Guy, Tangent, Jean-Côté and Girouxville.

6. Chapter 107 of the Statutes of Alberta, 1968, assented to on May 2nd, 1968. Bill private 3, First Session, 16th Legislature, 17 Elizabeth II.

“An Act to Incorporate the Roman Catholic Archdiocese of Grouard-McLennan.”

This is the actual Incorporation, changed on account of the elevation of the Vicariate Apostolic of Grouard to the rank of Archdiocese of Grouard-McLennan, the preceding year. This Act may be cited as THE CATHOLIC ARCHDIOCESE OF GROUARD-MCLENNAN ACT”.

“The Most Reverend Henri Routhier, Archbishop of the Catholic Archdiocese of Grouard-McLennan and each of his successors in the Archdiocese in communion with the Church of Rome continues as a body corporate and politic by the name of “ La Corporation Episcopale Catholique Romaine de Grouard’, as successors to the Very Reverend Emile Grouard, heretofore Constituted a body corporate under that name by chapter 50 of the Statutes of Alberta, 1941.”

The Corporation is hereby authorized and empowered:

- a) to acquire by gift, purchase, devise, bequest, transfer of otherwise, real or personal property of every nature in the Province of Alberta and to have, hold, possess, enjoy, take and receive the same for the general uses and purposes, ecclesiastical, religious, charitable, educational and recreational of the Archdiocese or any part thereof; (Note: In the Act of Incorporation until 1968 the power to

acquire and hold land, the power to invest the proceeds of any property and the power to borrow and the power to sue are restricted to “religious purposes”. Lawyer Roger Belzile, when he prepared the draft for the new Incorporation Act to be presented to the Legislature of Alberta, suggested that the terms used in the Incorporation of the Catholic Archdiocese of Edmonton be adopted in our new Incorporation. This was done.

- b) to give, sell, exchange, convey, transfer, assign, mortgage, encumber, demise or otherwise dispose of all or any of the property, real or personal, of the corporation or any interest therein;
- c) to borrow, raise or secure the payment of money for any of the purposes of the corporation in such manner as is considered expedient and in particular by negotiable instruments and by the issue of debentures of debenture stock, bonds, mortgages or obligations, charged upon all or any of the property of the corporation, and to purchase, redeem or pay off any such securities in whole or in part.
- d) to make loans and to receive mortgages, bonds and debentures, negotiable instruments or other securities as security therefore; and to assign, sell, transfer, hypothecate, pledge or otherwise dispose of mortgages or securities so received; and to discharge and release mortgages or other securities so given either in whole or in part and to extend the period for payments thereof;
- e) to give any guarantee for payment of any loan, mortgage, bond or debenture issue, obligations or securities made or issued by any parish or mission, situated within the territory limits of the corporation;
- f) to enact such regulations and orders which are considered necessary for the management of the affairs of the Corporation.

All instruments or documents to be signed or executed by the corporation shall be signed or executed by the Archbishop.

The Archbishop may establish parishes or missions within the Archdiocese and every such parish or mission shall become a body politic and corporate by the style and name of “The Parish of...” or “The Mission of...” with the specific name given in each case by the Archbishop.

Each such parish or mission shall be represented by the Archbishop and the priest appointed by the Archbishop for the administration of each such parish and mission.

All instruments or documents to be signed or executed by each such parish or mission shall be signed or executed by the parish priest or missionary appointed by the Archbishop to be in charge of such parish or mission as the case may be and by the Archbishop with the seal only of the parish or mission as the case may be.

Each such parish or mission has mutatis mutandis, all the powers herein conferred upon the corporation except the powers conferred in clause (e) of section 3.

All powers and authority of the corporation herein authorized to be exercised by the Archbishop may be exercised in like manner by the Coadjutor Archbishop, Auxiliary, the Vicar General or the member of clergy canonically elected or appointed to administer the affairs of the Archdiocese and all

instruments or documents to be signed or executed by the corporation or by any parish or mission may likewise be signed or executed by any of the foregoing persons instead of the Archbishop.

Every parish or mission of the Roman Catholic Church in the Province of Alberta that, before the passing of this Act, became a body politic and corporate under An Act to incorporate the Roman Catholic Bishop of the Apostolic Vicariate of Athabasca, and the Roman Catholic Parishes and Missions in the Apostolic Vicariate of Athabasca, being Chapter 50 of the statutes of Alberta, 1914, is continued as a body corporate of this Act.

It shall be lawful for any person or corporation in whose name any real or personal property is now or may hereafter be held in trust or otherwise for the benefit of the Archbishop or for the benefit of any parish or mission established by the Archbishop to assign, convey or transfer it to the corporation or to the parish or mission as the case may be.

The powers herein granted are subject to the general laws of the Province now in force or hereafter enacted.

It follows from the text of our Archdiocesan Civil Incorporation that:

- The Archbishop is a “corporation sole”, the only one person officially authorized by the Government of Alberta to administer the Archdiocese and all the parishes and missions of the Archdiocese.
- That his only representative in each parish or mission is the priest whom he himself has appointed as pastor.
- That the Archbishop and the Pastor must always be the first as authorized to sign the bank accounts and other financial documents.
- That parish councils cannot be considered as independent or autonomous bodies authorized to administer parish funds without the Archbishop and the priest. They are canonical bodies appointed to be councillors with a consultative vote in order to help the parish priest to take his financial responsibilities as the representative of the Archbishop.

As the Archbishop is the Corporation (diocesan and parochial), it is convenient that he keep all official documents in his residence’s vault and may consult them at will and see to their safe upkeep.

There are no autonomous parish or mission corporations in the Archdiocese: all Parish and mission corporations, with the right to have their own seal, are “La Corporation Episcopale Catholique Romaine de Grouard.” under the name given to them by the Archbishop. They are “such and such” parish or mission of the Grouard Diocesan Corporation.

SECTION 1.5

Deaneries of the Archdiocese

- Deanery 1 Donnelly, Eaglesham, Falher, Girouxville, Guy, **McLennan**, St. Isidore, and Tangent.
- Deanery 2 Duncan's First Nation, Fairview, Grimshaw, Hawk Hills, Hines Creek, Manning, Nampa, **Peace River**, Whitelaw.
- Deanery 3 Beaverlodge, Bezanson, Crooked Creek, **Grande Prairie**, Hythe, Horse Lake, Rio Grande, Rycroft, Sexsmith, Silver Valley, Spirit River, Sturgeon Lake, Valleyview, Wanham.
- Deanery 4 Atikameg, Cadotte Lake, Calling Lake, Chipewyan Lake, Driftpile, East Prairie, Faust, Gift Lake, Grouard, High Prairie, Jousard, Kinuso, Little Buffalo, Peavine, Red Earth Creek, **Slave Lake**, Smith, Sucker Creek, Trout Lake, Wabasca (Desmarais).
- Deanery 5 Assumption, Eleske, Fort Vermilion, Fox Lake, Garden River, **High Level**, John D'Or Prairie, Keg River, Meander River, Paddle Prairie, Rainbow Lake, Tall Cree.

Corrected on 06 March 2015

SECTION 1.6 Foundation and Growth of the Archdiocese

1. VICARIATE APOSTOLIC OF ATHABASCA-MACKENZIE

- 1862, April 13 Establishment of the Vicariate Apostolic of Mackenzie thus cutting off from Saint Boniface the two commercial Districts of Athabasca and Mackenzie.
- 1862, May 15 Father Henri-Joseph Faraud appointed Titular Bishop of Anemour and Vicar Apostolic of Mackenzie. Father Faraud was informed about it at Ile-à-la-Crosse on 12 February 1863 by means of Bishop Taché's letter dated 29 November 1862.
- 1863, Nov. 30 Bishop Faraud's consecration by Bishop Guibert at Tours, France.
- 1864, June 2 First visit of an Oblate, Father René Rémas to Lesser Slave Lake. He was from Lake Saint Anne. After this visit, the Lesser Slave Lake Trading post was confided to the protection of Saint Bernard.
- 1864, August 3 Date of Pope Pius IX's signing the Bulla appointing Father Isidore Clut Bishop of Arindèle and Bishop Faraud's auxiliary.
- 1866, January 3 Bishop Faraud proclaims Bishop Clut's appointment at Providence Mission.
- 1866, Dec. 29 Bishop Faraud establishes Saint Charles Mission at Fort Dunvegan and appoints Father Christophe Tissier missionary of the Beavers of the Peace River region (Fort Vermilion, Fort Dunvegan, Fort St. John, Fort Nelson) and of the Battle River Region.
- 1867, August 15 Bishop Clut's consecration at Athabasca by Bishop Faraud with no assistant bishops (only Fathers Tissier and Eynard).
- 1869, Nov. 19 The Hudson Bay Company surrenders her property rights on Rupert's Land. This surrender was accepted on 22 June 1870 by Her Majesty.
- 1870, July 15 Royal Proclamation admitting Rupert's Land and the North West Territorie as part of the Dominion.
- 1871, Sept. 22 The territory making up the dioceses of Saint Albert, New Westminster, the Vicariate apostolic of Athabasca-Mackenzie and of Saskatchewan are separated from Saint Boniface. Father Grandin is appointed Titular Bishop of Saint Albert. Since the Saint Bernard Mission is part of the commercial district of Saskatchewan, it belongs to the Saint Albert diocese (till 23 December 1891).
- 1872, spring Father René Rémas leaves from Lac La Biche to definitely establish Saint Bernard Mission.
- 1890, January Bishop Faraud's resignation and retirement in Saint Boniface. He passes away on 26 September.

- 1890, Oct. 18 Father Emile Grouard's appointment as Bishop of Ibora and Vicar Apostolic of Athabasca-Mackenzie.
- 1891, August 1 Bishop Grouard's consecration by Bishops Taché, Grandin and Shanley (of Fargo) in Saint Boniface.
- 1891, Dec. 23 New division between the Saint Albert Diocese and the Vicariate Apostolic of Athabasca-Mackenzie giving the latter Vicariate the Lesser Slave Lake region up to the 55th latitude.
- 1894, June 22 Passing away of Bishop Taché in Saint Boniface (71 years of age).
- 1895, January 8 Father Louis-Philippe-Adélarde Langevin's appointment as Archbishop of Saint Boniface. He was consecrated by Bishop Fabre on 19 March.

2. VICARIATE APOSTOLIC OF ATHABASCA

- 1901, July 30 The Vicariate of Athabasca-Mackenzie is divided into two Vicariates: Athabasca and Mackenzie. Father Gabriel Breynat is appointed Bishop of Adramyte "in partibus infidelium" and Vicar Apostolic of Mackenzie. Bishop Grouard becomes Vicar Apostolic of Athabasca.
- 1901-1902 Construction of the cathedral church at Saint Bernard's Mission.
- 1902, April 6 Bishop Breynat's consecration by Bishop Grouard in Saint Albert.
- 1902, October Bishop's Residence constructed at Saint Bernard's Mission, to be in use by September 1904.
- 1903, July 9 Passing away in Saint Bernard's Mission of Bishop Clut (71 years of age).
- 1905, Sept. 1 Two new civil provinces in Canada: Alberta, Saskatchewan.
- 1909, May 11 Father Celestin Jousard appointed Bishop of Arcadiopolis and coadjutor of Bishop Grouard. He was consecrated in Vancouver by Bishop Döntenwill on 5 September.
- 1909, Sept. 27 The hamlet of Fort Lesser Slave Lake changes its name and becomes the village of Grouard.

3. VICARIATE APOSTOLIC OF GROUARD

- 1927, March 15 Another division between the Vicariates of Athabasca and Mackenzie, giving the latter all the territory of the Athabasca district; thus requiring another name for the first Vicariate: that of **Grouard**.
- 1929, March 17 Resignation of Bishops Grouard and Jousard.
- 1929, Dec. 14 Father **Joseph Guy** appointed Bishop of Zerta and Vicar Apostolic of Grouard.
- 1930, February 28 Bishop Grouard is promoted by Pope Pius XI Titular Archbishop of Eginé.

- 1930, June 3 Bishop Guy's installation in Grouard.
- 1931, March 7 Passing away of Bishop Grouard in Grouard (91 years of age).
- 1932, Sept. 20 Death of Bishop Joussard in McLennan's hospital.
- 1937, June 2 Bishop Guy promoted to Gravelbourg's See.
- 1938, March 30 Father Ubald Langlois' appointment as Titular Bishop of Risano and Vicar Apostolic of Grouard.
- 1938, June 20 Bishop Langlois' episcopal consecration by His Eminence Cardinal Villeneuve in Quebec.
- 1938, July 14 Bishop Langlois' installation in Grouard.
- 1942, March Beginning of the construction of the Bishop's Residence in McLennan.
- 1943, February 2 Father Luc Beuglet blesses the Bishop's Residence in McLennan.
- 1944, October 11 Bishop Coudert discloses to Bishop Langlois the Holy See's Bulla permitting him to take possession as Vicar Apostolic of Prince-Rupert the British Columbia territory belonging till then to the Vicariate Apostolic of Grouard (Dawson Creek, Fort Saint John, etc.)
- 1945, April 20 Mr. Réal Simard, contractor of the future Cathedral arrives in McLennan.
- 1945, June 15 Father **Henri Routhier** appointed Titular Bishop of Naissus and Bishop Langlois' coadjutor.
- 1945, Sept. 8 Episcopal consecration in Saint Albert by Cardinal Villeneuve of Bishops Routhier and Jordan.
- 1946, May 12 Bishop Langlois blesses the first stone of the McLennan Cathedral.
- 1946, October 13 Bishop Langlois blessed the cathedral bell.
- 1946, Dec. 23 The parish church's furniture is moved to the Cathedral.
- 1946, Dec. 25 First pontifical Mass at McLennan's Cathedral by Bishop Langlois.
- 1947, October 1 The Cathedral is consecrated by Bishops Guy, Routhier and Jordan.
- 1948, April 15 Bishop Langlois delegates all his powers to Bishop Routhier, his coadjutor.
- 1953, Sept. 17 Passing away of Bishop Langlois in Montreal.

4. ARCHDIOCESE OF GROUARD-MCLENNAN

- 1967, July 22 A communiqué received from the Apostolic Delegation announces the erection of the Western Canadian Vicariates to the rank of dioceses forming two Ecclesiastical provinces.
- 1967, Sept. 24 Bishop Routhier is installed as Archbishop of Grouard-McLennan.
- 1972, Nov. 21 Bishop Henri Légaré named Archbishop of Grouard-McLennan.

- 1972, Nov. 23 Resignation of Bishop Routhier.
- 1973, March 19 Archbishop Légaré installed in McLennan.
- 1989, September Bishop Henri Routhier dies and is buried, at the age of 89.
- 1991, Sept. 20 Father Charles Lavoie, born and raised in McLennan, is ordained as a diocesan priest in McLennan.
- 1993, June 13 Archbishop Légaré's jubilee: 50 years as a priest, 25 years as a bishop, and 20 years as the archbishop of this diocese.
- 1996, July 15 Archbishop Légaré retires, and Archbishop Henri Goudreault, formerly the Bishop of Labrador/Schefferville, is installed as 3rd archbishop on 24 September. Archbishop Légaré moves to Ottawa on 30 September.
- 1998, May 21 Reg Bouchard is ordained as a permanent deacon.
- 1998, July 23 Archbishop Goudreault dies while at a function in Edmonton. His funeral is held on 28 July in McLennan, and he is buried in Girouxville. Father Arthé Guimond is named as administrator of the archdiocese on 9 August.
- 2000, August 15 Father Arthé Guimond is consecrated and installed as the 4th archbishop of Grouard-McLennan at the cathedral.
- 2005 Archbishop Guimond suffers a severe aneurysm that leaves him unable to continue in office. Father Charles Lavoie is named as the archdiocesan administrator, pending the appointment of a new archbishop.
- 2007, January 25 Father Gerard Pettipas, C.Ss.R. is ordained and installed as the 5th Archbishop, at a ceremony in Grande Prairie.

Prepared by Father Jean Marsan

Additions by Mgr. Charles Lavoie, PH (beginning August 2005)

SECTION 1.7.1 Parishes, Quasi-Parishes and Missions in the Archdiocese

The Archbishop of Grouard-McLennan has the responsibility, in canon and civil law, to supervise the administration of the property, assets, and finances of the Archdiocese and its parishes, quasi-parishes and missions.

The law of the Church defines a parish in this way:

Can 515 §1. A parish is a certain community of Christ's faithful stably established within a particular Church, whose pastoral care, under the authority of the diocesan Bishop, is entrusted to a parish priest as its proper pastor.

For organizational purposes, the Catholic communities of the Archdiocese of Grouard-McLennan are identified as Parishes, Quasi-Parishes and Missions. The characteristics of each of these are normally as follows:

Parish

- has a resident pastor
- has at least 50 Catholic households
- is financially self-sufficient, that is, can pay all bills and can put aside 2.5% total revenue each year in the Pooled Investment Fund [cf. Policy 3.1.2]
- has a functioning parish finance committee and a parish pastoral council, or a combined body that acts as both finance and pastoral committee.

Quasi-Parish

- is lacking in at least one of the characteristics of a Parish.

Mission

- may have a resident priest
- is lacking in at least one of the characteristics of a Parish
- is financially dependent on the Archdiocese.

The Code of Canon Law goes on to stipulate that it is the diocesan Bishop who establishes, alters or suppresses parishes, after having consulted his Council of Priests.

Amended by the College of Consultors on 28 September 2011

Amended by the College of Consultors on 16 February 2012

Amended by the Curia on 7 January 2016

Amended by the College of Consultors on 23 January 2018

18 Parishes in the Archdiocese

Beaverlodge	- St. Mary's (1948)
Fairview	- St. Thomas More (1929)
Falher	- Ste. Anne (1917)
Girouxville	- Notre Dame de Lourdes (1955)
Grande Prairie	- St. Joseph (1920)
Grimshaw	- Holy Family (1925)
High Level	- Our Lady of Good Counsel (1963)
High Prairie	- St. Paul (1915)
Manning	- St. James the Major (1950)
McLennan	- St. Jean Baptiste (1928)
Peace River	- Our Lady of Peace (1914)
Sexsmith	- Immaculate Conception (1920)
Slave Lake	- St. Peter Celestin (1890)
Spirit River	- St. Joseph (1902)
Valleyview	- Ste. Rita (1939)
Wabasca/Desmarais	- St. Martin (1896)

18 Quasi-Parishes in the Archdiocese

Bezanson	- Our Lady of Perpetual Help (1948)
Crooked Creek	- Holy Rosary (1946)
Donnelly	- Sacré Coeur (1922)
Eaglesham	- St. François Xavier (1930)
Guy	- St. Guy (1931)
Hawk Hills	- St. Peter Canisius
Hines Creek	- Immaculate Heart of Mary (1953)
Hythe	- St. Edmund (1929)
Keg River	- St. Jude (1934)
Kinuso	- St. Félix de Valois (1917)
Nampa	- St. Charles (1937)
Rainbow Lake	- St. Peter & Paul (1970)
Rio Grande	- St. Patrick (1929)
Rycroft	- St. Peter & Paul (1942)
St. Isidore	- St. Isidore (1953)
Tangent	- Sts. Martyrs Canadiens (1929)
Wanham	- St. Patrick (1936)
Whitelaw	- St. Theresa of the Child Jesus

24 Missions in the Archdiocese

Assumption (Chateh)	- Our Lady of Assumption (1928)
Atikameg	- St. Benedict (1915)
Cadotte Lake	- Sacred Heart (1968)
Calais (Sturgeon Lake)	- St. Francis Xavier (1896)
Calling Lake	- St. Léon Le Grand (1951)
Driftpile	- Ste. Rose de Lima(1929)
Duncan's First Nation	
East Prairie	- Good Shepherd
Eleske	- Ste Bernadette (1935)
Faust	- St. Anthony (1940)
Fort Vermillion	- St. Henry (1876)
Fox Lake	- Little Flower Mission (1957)
Garden River	- St. Jean-Baptiste (1964)
Gift Lake	- St. John Bosco (1958)
Grouard	- St. Bernard (1872)
John D'Or Prairie	- St. Joseph (1965)
Joussard	- Ste. Anne (1930)
Little Buffalo	- Holy Family
Meander River	- Virgin of the Poor (1903)
Paddle Prairie	- Christ the King (1929)
Peavine	- St. Agnes (Leicester)
Red Earth Creek	- Our Lady of Guadalupe (2010)
Smith	- St. James the Major (1922)
Sucker Creek	- Notre Dame de Fatima (1905)
Tallcree (North)	- Saint Kateri
Trout Lake	- Kateri Mission (1940)

POLICY 1.7.2 Creation and Modification of a Parish, Quasi-parish or Mission in the Archdiocese

Consistent with Canon 515, §2, the Archbishop alone can create, suppress or alter a parish community. He must receive the counsel of his Council of Priests before proceeding to do so.

To make this policy clear, it is necessary to share an understanding of what is meant by the terms “parish” and “parish church” (lower-case ‘c’).

A **parish** is a canonically recognized entity that is defined by territorial boundaries. A parish serves the needs of the people who reside in those boundaries. A parish has a priest who cares for the faithful of the parish and celebrates the sacraments in the parish church.

A **parish church** is a sacred place (a building) set aside for divine worship.

For the remainder of this policy the term “parish” will be used to designate a Parish, Quasi-parish or Mission, as defined in Policy 1.7.

The Creation of a Parish

Consideration will be given to the creation of a parish either (a) as initiated by the Council of Priests and motivated by the pastoral needs of a specific locale, or (b) by a petition to this effect signed by at least thirty (30) adult Catholics in a specific locale, who express their commitment to such a new faith community. In either case, there must exist a plan for the following actions:

- (1) the taking of a full registration of the Catholics resident in the locale to be considered as the parish boundaries;
- (2) the physical needs of the parish community as regards church, offices, hall and priest’s residence;
- (3) a projection of the point in time when property and buildings would be acquired and built, keeping in mind the Policy 3.4.1, Guidelines for Building a Church, Rectory and/or Parish Hall; and,
- (4) a financial plan for raising capital funds for the construction of parish buildings.

The Modification of a Parish

In recent decades, the Church in many Canadian dioceses has had to deal with shrinking Catholic populations in parishes, reduced vocations to the priesthood, and smaller financial means with which to continue its service to the faithful and the wider community. As noted above, it is the bishop who is responsible for determining how best to resolve the difficulties that arise from these circumstances. He can choose from among the canonical solutions for modifying a parish: extinctive unity (“merger”), extinctive union (“amalgamation”), total division (is divided and the parts merged into two other parishes), and suppression (the parish is extinguished).

When a parish is modified, its assets and liabilities have to be dealt with.

Merger and amalgamation both mean that two parishes are joined into one. The financial operations and the assets of both parishes are combined. One parish church is closed.

In a merger of parishes, a new parish is created, with a new name. The sacramental registers for each merged parish are closed and new sacramental registers are used by the new parish.

In an amalgamation of parishes, the sacramental registers of one parish are closed. That parish is then amalgamated with the second parish, continuing to use the sacramental registers and name of that parish.

Total division means that one parish is divided into two parts, each of which joins a different receiving parish. The financial operations and the assets of the divided parish are in turn divided, proportionately, between the two receiving parishes. In most cases, the parish church of the divided parish is closed.

The experience of the loss of a parish community, for any reason, is always painful, so will not be broached before there is sufficient concern about the viability of the community. Where the people (always through the parish priest and their parish pastoral council) of a parish seek to request of the Archbishop that their parish be modified, and the parish church closed, they must use form 1.7.2.a to make the request, either alone or in conjunction with other written submissions.

In every case, the Archbishop will always consult with the affected parishioners and with the Council of Priests, using the criteria below, to determine the best solution for a parish seeking suppression or other modification.

In all cases, the Archbishop will do all he can to respect the specific intention of the original donors of assets, including real property and church furnishings. This will be made easier if there is a written record of the specific intention for a gift, such as a parish register (ref. Policy 3.1.4) or archived document describing the intention.

Consultation on modification of a parish

Given the wide expanse of the Archdiocese of Grouard-McLennan and the distance between most of its Faith Communities, the closing of a parish demands careful discernment. The following criteria will be considered in making such a decision:

1. **Number of persons committed to regular Mass attendance.** This number needs to be agreed upon and realistic, and the community must realize that a certain attendance over the course of a year will be needed for viability.
2. **Distance to the nearest active Catholic parish or mission.** The distance required to travel to attend Sunday Mass in the next closest Catholic church might be too far for most parishioners to make regularly.
3. **Condition of the local church building or place of worship.** The cost of rehabilitation or maintaining the present church may make it difficult to restore/retain a ministry.
4. **Ability of members to meet financial obligations.** An annual budget needs to be drawn up so that members can assess their willingness/ability to meet the needs.
5. **Number of people willing and able to assume essential service roles.** Guided by the Archbishop or, at his request, the parish priest, the community draws up a list of duties, and members commit themselves to their roles.

Decision to modify a parish

If the Archbishop determines that modification is the best solution for a parish, he or the Vicar General will preside at a meeting of the remaining parishioners to apprise them of the situation and to hear any concerns. The Archbishop will make the final decision in consultation with the Council of Priests and College of Consultors.

Disposition of real property and other assets of a closed parish

Following a decision to close a parish, all real property, buildings and contents, unless proven to have been gifted for a specific and contrary intention, will be recognized as belonging to the Archdiocese of Grouard-McLennan. In disposing of these, the wishes of the parishioners will be taken into consideration by the Archbishop, in consultation with the Curia and the Archdiocesan Finance Committee. If the parish has a cemetery, any liquid assets will be dedicated to the future maintenance of the cemetery (see Policy 7.5).

Closed parish church

When modification of a parish results in closure of the parish church, the church will be desacralized in a timely way. The Archbishop, in consultation with the Curia, Archdiocesan Finance Committee and the Archdiocesan Finance Administrator, will determine the most suitable way to deal with the former parish church building within two years of closure.

Documentation of decision to modify and close a parish

Once a decision has been taken by the Archbishop, following the necessary consultations, he will prepare a written decree. The decree will describe the decision, be dated and signed by the Archbishop, and kept in that parish's file in the archdiocesan Archives.

Promulgated by the College of Consultors on 25 October 2016

Request for Parish Modification

Form 1.7.2.a

The people of _____ Parish in _____ seek a review of the viability of this parish. It is the belief of _____% of the parishioners that this parish cannot continue to operate in its present form and so they seek modification of the parish by the Archbishop of Grouard-McLennan.

The principal reason(s) for seeking parish modification is (are):

In addition, we provide the following information about the parish, as outlined in Policy 1.7.2.

1. How often is Sunday Mass celebrated in the parish? _____
2. How many people regularly attend Sunday Mass in the parish? _____
3. How far is the next community with a Catholic church? _____
4. What is the condition of the parish church building?
 Good or very good Poor Cannot be used safely
5. Does the parish have an annual budget amount? _____ If yes, amount: \$ _____
6. How much does the parish pay each month:
for a priest \$ _____ to heat the church \$ _____
for power & water \$ _____ Other: _____
7. How does the parish pay its monthly expenses?
 Sunday collections Other: _____
8. How much does the parish expect to collect from parishioners in the next year? \$ _____
9. Who fills the essential roles for maintaining the parish?
 - a. Building maintenance _____
 - b. Bookkeeping _____
 - c. Producing a bulletin _____
 - d. Property maintenance _____
 - e. Organizing weekly Mass ministries (servers, lectors, Eucharistic ministers)

Signatures:

Parish Priest: _____ Date: _____

PPC Chair: _____ Date: _____

POLICY 1.8 Registration of Parishioners

Purpose

The principal purpose of registering all parishioners is to ensure that the parish priest knows who his people are. By their reception of the sacrament of baptism, all Catholics are members of the universal Church and are counted as part of the parish in which they reside, regardless of personal practice or depth of commitment. As the parish priest and the diocesan bishop have an obligation and the privilege to serve all Catholics in their care, they must know who they are.

The second purpose is to allow effective and efficient communication with all Catholics, by parishes and by the Archdiocese.

The information in a registry of parishioners will not be used to solicit financial support, by either the parish or the Archdiocese.

Protection of personal information of parishioners

The policies regarding the collection of parishioner personal information of the Archdiocese and its parishes have been formulated in compliance with the *Personal Information Protection Act* of Alberta. The person responsible for ensuring this on-going compliance is the Chancellor.

The Archdiocese encourages all parishes, where possible, to maintain an electronic database version of a parishioner register. The preferred software for this purpose is Parish Friendly. The individual hard copies that may exist are to be retained in a secure location in the church or rectory, only. Under no circumstances are personal data to be housed outside of the church or rectory, in either paper or digital format.

For parishes that do not have an office computer that can be password protected, the data should be housed in hard copy only.

Information to be included in parishioner registration

Parishes should use Form 1.8.a to collect the desired information about parishioners.

Every effort should be made to provide all the information, for each person. However, the Archdiocese recognizes and respects that some people will be reluctant to do so, and leaves it to the discretion of the parish priest as to what will be considered a completed registration.

Parishes are encouraged to be open about the purposes for which the information is being collected and to assure parishioners that it is only for the use of the parish and the Archdiocese. For parishes that choose to conduct the registration using one-on-one interviews, those conducting the interviews should wear or carry parish-created identification.

Accepted by the College of Consultors on 28 September 2011

Amended by the College of Consultors on 20 October 2015

Parish: _____ Ph: _____ Fax: _____
 _____ email: _____

Parishioner Information

Family Name:		Registration date:	
Mailing Name:		Telephone:	
Mailing Address:		e-mail	
City/Prov/Postal Code		Last updated:	

Please list the details for each Family Member, start with head of household and include all children and relatives living in the same household.

	Head of Household	Family Member (1)	Family Member (2)	Family Member (3)	Family Member (4)
Last Name					
First Name					
Middle Name					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Date of Birth					
Marital Status					
Family Relationship					
Parishioner	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Envelope no.					
Religion					
Occupation					
Bus. Phone					
Bus. Fax					
Cell Phone					
Email address					
Maiden Name					
School					

NOTE: This information is collected in accordance with the *Personal Information Protection Act* of Alberta. It will be used only by the parish and the Archdiocese of Grouard-McLennan. It will not be shared nor sold. The parish and the Archdiocese intend to use the information for planning and information purposes only. It will not be used to solicit funds.

Please list the details for additional Family or Household Members. Make additional copies if needed.

	Family Member (5)	Family Member (6)	Family Member (7)	Family Member (8)	Family Member (9)
Last Name					
First Name					
Middle Name					
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Date of Birth					
Marital Status					
Family Relation					
Parishioner	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Envelope no.					
Religion					
Occupation					
Bus. Phone					
Bus. Fax					
Cell Phone					
Email address					
Maiden Name					
School					

NOTE: This information is collected in accordance with the *Personal Information Protection Act* of Alberta. It will be used only by the parish and the Archdiocese of Grouard-McLennan. It will not be shared nor sold. The parish and the Archdiocese intend to use the information for planning and information purposes only. It will not be used to solicit funds.

POLICY 1.9 Protocol for Taking Parish Census

Consistent with Policy 1.8, it is expected that every Catholic community in the Archdiocese will retain a parish registration list, which will be kept up to date as much as possible. Form 1.8.a will be used ~~for~~ throughout the Archdiocese. A concerted effort may need to be made in any parish community that has not been keeping such a list of registered parishioners up to now. Once the registration list is complete, keeping it current should not be difficult. It could be updated as each parishioner makes a request at the parish office or of the parish priest for certificates, reception of sacraments, etc.

In most small communities in the Archdiocese, the rudiments of such a registration list can be put together by the parish priest in conjunction with one or more parishioners who have lived in the area for many years and would thus be able to identify the Catholic families in the community either from a voter list or from a municipal map.

From such a list, it is highly recommended that the parish priest, along with a well-respected member of the community, pay a brief visit to each household in the parish. This is easily done when the priest is new to the parish, as the visit can be the occasion for the families of the parish to meet him and for him to be familiar with the families and their place of residence. In many instances, this may be the first visit by a priest to their home in many years, if it ever occurred at all. The saying has yet to be disproved, "A home-going priest makes for a church-going people."

The parish should publicize the home visits, through the bulletin, posters, emails and any other appropriate means. Parishes are also encouraged to use the local Catholic school, where there is one, to send out notification to families. There should be at least two weeks' notice of the visits and the announcements should include the proposed days and hours of the visits. If possible, parishioners should be encouraged to choose when they will be visited and provide their address.

The priest and accompanying parishioner(s) should always wear and display a Church Badge, provided by the parish. Form 1.8.a should be filled out during this visit. Parishioners who may question or object to the completion of the whole form should be free to fill out as much of the form as they feel comfortable doing.

When such visits are made, especially at the homes of those who are known not to have participated in the life of the parish, the reaction of the householder might be delight, or indifference, or anger. The priest and his companion-visitor should always be prepared to deal with any of these reactions. The willingness to listen and hear (receive) the response of the householder is paramount. In some instances, a subsequent visit to such a home might be recommended.

If a family residing within the boundaries of one parish chooses to practice in a neighbouring parish, the parish in which that family resides will make note of the fact, and ensure that the parish at which they practice is aware of their affiliation.

It is baptism in the Catholic Church, or subsequent reception into the Church by those baptised in another Christian body, that binds persons to the Catholic Church. It is hoped that all such persons, whatever their church practice, be registered as parishioners. The parish priest may wish to distinguish the practicing from the non-practicing, for his own purposes. The parish is not to register those

Catholics who have indicated that they presently practice their faith in another religion or other Christian bodies.

Accepted by the College of Consultors on 02 May 2012
Amended by the College of Consultors on 20 October 2015

POLICY 1.10 Parish, Deanery and Archdiocesan Committees

The Archdiocese, its deaneries and parishes all have pastoral and administrative councils and committees that are integral to the Church’s mission and operations. Councils and committees may be:

- consultative bodies to assist decisionmakers at different levels, such as pastoral councils and finance councils
- sources of expertise, such as building committees and maintenance committees
- responsible for carrying out specific tasks, such as liturgical committees and social committees.

The committees may be standing committees, with an indefinite timeframe, or ad hoc committees, with a specific task and timeframe.

This policy provides information about the documents and records that committees and councils of the Archdiocese need to create and maintain, to assure their good functioning and on-going effectiveness.

It is the responsibility of the parish priest to ensure that parish councils and committees meet the requirements of this policy, of deans to ensure that deanery councils and committees meet the requirements of this policy, and the Chancellor to ensure that archdiocesan councils and committees meet the requirements of this policy.

Committee and Council requirements
<ul style="list-style-type: none">• written Terms of Reference• a Chairperson (with the President, where applicable) who schedules all meetings and creates all agendas• a Secretary who records and circulates all meeting minutes
Terms of Reference requirements
<ul style="list-style-type: none">• a description of the committee mandate, purpose and/or responsibilities• the membership composition and selection• the membership length of term and renewal of term• meeting number and timing
Meeting agenda requirements
<ul style="list-style-type: none">• committee name, date, time and location of the meeting• the order of business (Call to Order, Adoption of Previous Meeting Minutes, Adoption of Agenda, Old Business, Business Arising from the Minutes, New Business, Other Items of Business, Adjournment, Date and Location of Next Meeting)
Meeting minutes requirements
<ul style="list-style-type: none">• committee name, date, and location of the meeting• names of members who are present, who provided “regrets”, and who are absent without explanation• the start time/call to order time• the adoption of the minutes of the previous meeting

- all motions that are moved, discussed and passed or rejected; the minutes will record
 - the name of the person who made the motion and the person who seconded it
 - the content of the motion, in sufficient detail to support any future work or decisions made on the basis of the motion
 - the vote details (# in favour, # opposed, # of abstentions)

Meeting Minutes may record:

- elements of discussion of motions
- other business that did not involve motions and decisions

See **Tools for Parishes** (Parish Meetings Package, Parish Pastoral Council Constitution Template, and the Parish Finance Council Terms of Reference) at the end of the *Policy Manual* for examples and templates of terms of reference, agenda and minutes documents.

Promulgated by the College of Consultors on 08 October 2019