

§2000 THE PARISH FINANCE COUNCIL

The following section explains the purpose, selection and responsibilities of the Parish Finance Council.

In the administration of the temporalities of the parish, Canon 532 defines the role of the Pastor/Parochial Administrator as the juridic representative of the parish. Canon 537 introduces the element of a Parish Finance Council as a mandated body having an advisory and consultative role on behalf of the Pastor/Parochial Administrator.

§2001 COUNCIL REQUIREMENT

2001.1. Policy Every parish shall be required, both by adherence to the Code of Canon Law and Diocesan regulation, to have a Finance Council¹. An existing structure within the parish may serve this role provided it is able to meet the requirements and execute the responsibilities noted below.

2001.2. Policy Every parish Finance Council shall meet at least quarterly and minutes of all the parish Finance Council meetings shall be recorded.

Procedure

All meetings of each parish Finance Council must be recorded with minutes. The minutes each previous meeting must be approved at the next Finance Council meeting and signed by the Pastor/Parochial Administrator. All Finance Council meeting minutes must be submitted to the Diocesan Office for Finance along with the Parish Annual Report as mandated in policy §2003.1(3) below.

§2002 MEMBERSHIP REQUIREMENTS

§2002.1. Christian Faithful

2002.1. Policy Members shall be of the "Christian Faithful" in the language of the Code, which can be extended to include a member who is part of a mixed religion family and within the above definition by his or her participation and commitment within the parish community.

Procedure

The "Christian Faithful" are those who have been baptized in the Catholic Church (c. 204), and who remain in communion with the Catholic Church (c. 149) and are not barred by a legitimate sanction (c. 96).

¹See Canon 537.

§2002.2. Appointment by Pastor/Parochial Administrator

2002.2. Policy Members shall be appointed by the Pastor/Parochial Administrator for fixed terms to be determined at the local level and may be re-appointed or terminated in this role by the Pastor/Parochial Administrator.

Procedures

Members of the Finance Council should be chosen based on demonstrable skills or expertise in management and/or financial issues.

§2002.3. Drawn from the Community

2002.3. Policy Members shall be drawn from the parish community. This requirement may be waived in the event of special expertise if all other conditions of membership are met.

§2002.4. Number of Members

2002.4. Policy Membership shall consist of no less than three members.

§2002.5. Conflict of Interest

2002.5. Policy Members of the Finance Council may serve in other volunteer service roles in the parish, provided such dual service will not create a conflict of interest. Members shall not be related to the Pastor/Parochial Administrator. The role of the Finance Council should not be weakened or impaired.

Procedure

No parish employee or member of the immediate family of a parish employee may serve on the Parish Finance Council

§2003 CONSULTATION BY PASTOR/PAROCHIAL ADMINISTRATOR

2003.1. Policy The Pastor/Parochial Administrator shall consult with the Finance Council on the following matters, although he remains the juridic authority for final decision;

- (1) Any commitment of parish resources in excess of \$10,000.00.
- (2) The management of all funds which the parish is authorized to retain and manage,
- (3) At the minimum, review of the Annual Budget and Annual Parish Report before submission to the Diocesan Office for Finance. To the extent practical, he shall be involved in the preparation of both reports, particularly the Budget report,
- (4) The Finance Council shall provide assistance and review in the formulation of the Parish Report to the parish community, as required by Canon 1287.

Commentary

Other responsibilities may include:

- *Review monthly/quarterly financial reports and their adherence to the budget and determine large variances.*
- *Coordinate all fund-raising activities.*
- *Financial management (i.e. purchasing and operating expenditures, and personnel).*
- *Facilities management (i.e. preventive maintenance, complying with inspection reports and capital expenditures).*
- *Maintain and monitor an adequate system of internal financial controls (i.e. maintaining written policies, reviewing job responsibilities for non-teaching employees, reviewing bank reconciliations, having the pastor/parochial administrator as signatory on all bank accounts).*
- *Advise on qualifications of bookkeeper/accountant.*
- *To meet all requirements of federal and state tax laws and maintain an accurate record of payment.*
- *To safeguard the assets of the parish from loss or damage through cooperation and consultation with the Director of Property and the Director of Insurance.*
- *To implement all diocesan policies relative to financial matters.*
- *Long-range administration planning.*
- *To assist with the recording of capital expenditures and depreciation expense adjustments.*