

ST. JOSEPH PARISH FINANCE COUNCIL BYLAWS

PURPOSE AND SCOPE

The Parish Finance Council, by Canon Law and by Diocesan directive, is constituted as a separate entity and, while it is an integral part of the Parish, it is not part of the Parish Pastoral Council. The Parish Finance Council is a consultative body responsible to assist in the administration of the temporal goods of the parish, to oversee its financial obligations, and to monitor all its financial aspects in order to sustain the mission and the ongoing development of the parish community. The pastor/administrator retains responsibility for all financial, legal, business, and administrative matters of the parish; however, the pastor/administrator is to consult the Finance Council in these areas. The pastor/administrator is responsible for the acceptance/rejection of Finance Council recommendations as well as implementation of such recommendations by members of the pastoral/administrative team and parish groups.

RESPONSIBILITIES

Areas of responsibility of the Finance Council include but are not limited to:

- Preparing and presenting the annual operating and capital expenditure budgets. These budgets should be developed in coordination with the annual parish planning process and are typically prepared by the parish accountant. Carefully developed budgets insure that financial resources and parish goals are compatible.
- Assisting the pastor/administrator in the timely preparation and submission of the Annual Parish Budget Report to the Diocese.
- Providing parishioners with periodic financial reports, minimally annually – ideally on a quarterly basis.
- Reviewing and signing the Annual Parish Financial Report to the Diocese.
- Developing personnel policies and related administrative guidelines.
- Reviewing administrative and financial controls and procedures to assure adequate protection of parish resources, including accounts payable, accounts receivable, appropriation of funds.
- Reviewing all monetary contracts between the parish and outside parties before they are signed. All contracts are to be signed only by the pastor/administrator except those requiring the signature of the Bishop of the Diocese.
- Recommending to the pastor/administrator policies regarding relations with financial institutions.
- Recommending to the pastor/administrator investment policies consistent with security of parish funds and optimum return on investments. All investments must comply with the Diocesan Statement of Investment Policy.
- Assist the pastor/administrator in overseeing the financial operation of the parish and the school.
- Reviewing and approving on a yearly basis all suggested building and grounds improvements/repairs including cost estimate and suggested time frame.
- Assisting the pastor/administrator in the yearly stewardship of treasure endeavor to provide funds to support the parish mission.

MEMBERSHIP

Selected and appointed members of Council must be registered in the parish and it is strongly recommended that they are Catholic. Parish employees and staff persons and their spouses are not to be considered as candidates for Council membership.

The pastor/administrator of the parish and the principal of the school shall serve as ex-officio members of the Council without voting rights. The parish accountant shall be a resource person to the Council and shall attend regularly scheduled meetings. Other resource persons, e.g., staff persons, financial advisors, School Consultative Council members or other professional persons shall attend meetings if requested and are without voting rights.

The Council itself shall consist of seven members (excluding ex-officio members) serving staggered three-year terms commencing with the start of the fiscal year. Members shall be chosen from a list of candidates submitted by Finance Council and Parish Pastoral Council Executive Committee and appointed by the Pastor/administrator. It is important that each person serving on this Council be knowledgeable in the areas of finance, accounting, and/or business. To ensure continuity, terms of office should be established so that approximately one-third of the members are replaced each year. After serving a full three-year term, a serving member may be nominated by the Finance Council to a second full three-year term and appointed by the Pastor/administrator. The above service must be followed by at least one year off Council.

To minimize the possibility of conflict of interest, it is recommended that officers of the Finance Council do not concurrently hold an office on the Pastoral Council or on other parish committees. A liaison to pastoral council will be appointed to discuss issues of common concern.

Termination of membership: Failure to attend two consecutive meetings of the Council, whether regular or special meetings, without prior excuse from the Chairperson or Vice Chairman may result in the immediate termination of that member's term of office. Members shall serve out their terms and cannot be dismissed except for grave and documented reason (poor performance on the Council, breaking confidentiality, or unacceptable general conduct outside the Council meetings etc.) as determined by a majority of Council members in consultation with the pastor/administrator and with his agreement. Premature termination also occurs by member's request or moving out of the parish. Necessary absences from meetings shall be communicated to either the chairperson or to the vice chairperson prior to the meeting.

Vacancies: If vacancies occur, the unexpired term should be filled by the pastor/administrator's appointment from recommendations given from remaining Council members.

The Council will have a chairperson, vice chairperson and secretary. These officers will be elected by the Council members from among its members and serve a 1-year term. They may be reelected for one additional term.

The main function of the chairperson is to conduct the Council meetings and, in consultation with the pastor/administrator, prepare an agenda for such meetings.

The vice chairperson conducts the Council meetings in the absence of the chairperson.

The secretary shall take and distribute minutes of each meeting, notify members of all meetings and other duties as requested. If a secretary cannot be found within the council, a person designated as such shall serve in that capacity without voting rights.

MEETINGS

Regular meetings will be held on the 4th Tuesday of each month unless otherwise scheduled. Notice of each regular meeting including agenda, minutes of previous meeting and financial reports shall be available to all members five days before the meeting.

Special meetings may be called by the pastor/administrator or chairperson or by request of at least three of those persons serving on council.

Four voting members then serving shall constitute a quorum for all regular or special meetings.

Meetings are open only to members of the Finance Council. A Council member or ex officio officer may sponsor a person to address the Council on a specific topic. Other individuals or groups who want to be heard by the council are to document the issues they want heard by the council; are to present their documentation to the pastor/administrator and the chairperson who will jointly determine whether the issues are appropriate matters for the council's agenda; will be invited by the pastor/administrator or Chairperson to a council meeting if their issue is being considered and their presence is deemed necessary or appropriate. The name of the person, position and topic shall be listed on the agenda. This presentation may be held at the beginning of the meeting or at a particular time scheduled by the chairman. Following any presentation, the person would normally leave the meeting.

All items to be considered for the agenda must be communicated to the chairperson seven days prior to the scheduled meeting.

The Agenda for meetings shall have the following ordinary order of business:

Call to order and prayer

Roll call

Routine matters

 Acceptance of the agenda

 Acceptance of minutes

Reports

 Pastor/administrator

 Principal

 Parish Accountant

 Special Committee

Unfinished Business

New Business

Comments

Future business

Adjournment & prayer

Business should be conducted following Roberts Rules of Order although it may be desirable to approve motions by reaching a valid and established consensus with free and open discussion. If a consensus is not clear, a verbal vote should be taken needing a majority vote of quorum, i.e. four concurring votes to be approved.

No action upon any decisions/recommendations, other than routine or emergency expenditures, shall be undertaken unless a reading of the proposal has been given at two consecutive meetings.

The pastor/administrator holds the power of final decision and thus must be involved in the discussion and deliberation. In rare instances, and for serious reasons, the pastor/administrator may veto a council action. The veto must be prior to the next regular meeting of Council. The Council will reexamine the action and the reasons for the veto at its next regular meeting.

AMENDMENTS

The Finance Council Bylaws may be amended only by a two-thirds vote of the members, i.e., five concurring votes, of the Council and approved by the pastor/administrator.

EFFECTIVE DATE:

July 1, 2008

WITNESSED BY:

Edward W. [Signature] *Dolores [Signature]*
Pastor/administrator acting Chairperson of Finance Council

9/5/08
Date

9/23/08
Date