

## Parish Finance Committee

## Policy No. 230

*The Archbishop is responsible for the administration of all ecclesiastical goods under his jurisdiction. The pastor is the personal representative of the Archbishop in the parish. The pastor has the obligation to administer the parish in conformity with archdiocesan policy. A Parish Finance Committee is required to assist in overseeing the finances of the parish.*

**Policy Statement:** Every parish is to have only one finance committee in accordance with canons 532 and 537.

**Intent of the policy:** To provide the pastor with guidance in the administration of the goods of the parish.

**Definitions:** **Parish:** for the purpose of this policy, a parish is any configuration of churches under the care of one pastor including:

- single parish
- merged parishes
- clustered parishes
- twinned parishes
- consolidated parishes

**Acts of ordinary administration** are those which occur regularly or whose financial consequences are moderate.

**Acts of extraordinary administration** are those which occur irregularly or whose financial consequences are considerable.

**Procedure:**

- a) Committee membership:
  - Pastor / Administrator / Moderator
  - Two to five parishioners
- b) Selection:
  - Members are to be appointed by the pastor.
- c) Qualifications:
  - financial / administrative expertise
  - acquainted with the civil law and canon law, or prepared to receive requisite formation
  - acquainted with archdiocesan policies relating to the temporal administration of parishes
  - two persons from one family cannot be on the Parish Finance Committee (PFC) at the same time
  - the Chair of the Parish Pastoral Council (PPC) and the Chair of the Parish Finance Committee (PFC) must be two different persons
  - two persons from one family cannot be the Chair of PPC and Chair of PFC at the same time
  - parish employees cannot be members of the PFC

d) Term of Office:

- one (1) to five (5) years (maximum) as determined by the needs and resources of the parish
- a process of rotation, replacement, or re-appointment is to be determined by the pastor
- expires when the pastor is transferred or resigns

e) Meetings

- regularly, at least every quarter
- extraordinarily as required
- other persons may attend a meeting or a portion upon invitation and with the consent of the Chair

**Role**

a) Nature

1. The Parish Finance Committee (PFC) assists the pastor in overseeing the finances of the parish.
2. The PFC is to work in close collaboration with the Parish Pastoral Council (PPC). Its input will accord with archdiocesan policies relating to the temporal administration of parishes and will be carefully considered in conjunction with the PPC and parish personnel.
  - A parish structure for this close collaboration must be developed for each parish, e.g., one member of PFC to sit as *ex-officio* on PPC or vice versa.
3. The PFC helps develop budgets and strategies for the fiscal implementation of the goals and priorities as set by the pastor and the PPC.
  - Its role is financial and administrative planning.

b) Functions

- Assist in the administration of all temporal goods of a parish.
- Assist in preparing and presenting an annual budget for both operating and capital expenditures of the parish based on:
  - Goals and priorities of the parish as determined by the pastor, parish team and the PPC
  - Input from the committees of the parish (e.g. Liturgy, Pastoral Care, Youth, etc)
  - Financial patterns of the parish from preceding years
  - Financial estimates for the future needs of the parish
- Examine operating costs of the parish to ensure that financial resources and goals are compatible.
- Monitor necessary maintenance of parish buildings and other properties with special effort in the area of preventative maintenance (Policy No. 205).

## *Temporal Goods of the Church*

- Submit proposals to the pastor and the PPC, based on a study of parish revenue, for maintaining or increasing revenues to meet parish objectives and priorities.
- Ensure the proper design, implementation and maintenance of internal controls in financial management and reporting are applied.
- Ensure compliance with laws and regulations which could have an effect on the financial operations of the parish.
- Ensure that all transactions during the year have been properly reflected in the parish financial record/statements.
- Review and approve the annual parish financial statements report before submission to the Archdiocese.
- Assist in the publication of the financial reports of the parish:
  - annually, at minimum, with the whole parish
  - quarterly, at minimum, with the PPC
  - as requested by the pastor and/or the PPC to meet the communication needs of the parish, e.g., monthly bulletin reports.
- Ensure compliance with Bank signatories for parish bank accounts as outlined in Policy No. 208.
- Ensure compliance with parish spending limits as outlined in Policy No. 224.
- Refer any proposed acts of extraordinary administration to the Office of the Archbishop (canons 1273-1298) such as but not limited to
  - disposal of property
  - purchase of property
  - leasing of property
- In the absence of a personnel committee, ensure all employees have contracts referring to the policies and guidelines regarding job classification and salary administration as outlined in the Human Resources section of the Manual (Section 300).

### ***Refer to Policy:***

No. 205 Maintenance

No. 208 Bank Accounts

No. 224 Parish Spending Limit

