

**I'd like to be considered
to be a member of the
Finance Council**

Dear Pastor:

I have read this brochure on the mission of the Finance Council of our Parish and I offer myself to help you and this Church as a member of the Finance Council.

Name

First

.....

Last

Mailing address:

.....

P.O. Box

Town

ZIP Code

Telephone number

My experience in managing finances

is

.....

.....

.....

**The following matters are
generally the concerns of
the Parish Finance Council:**

- Budgets
- Financial Reports
- Construction Projects
- Bank accounts and their balances
- Cash flows and accounts payable
- Payroll tax reports
- Fundraising
- Internal controls
- Annual Catholic Appeal
- Other related matters deemed appropriate

The Pastor, after consulting with the Parish Finance Council, may deem it appropriate to refer some of these matters to committees formed to assist him in specific tasks relative to administering the Parish.

MEETINGS

The Finance Council must meet as needed, ordinarily monthly, but at least quarterly.

Name of your Parish

**OUR FINANCE
COUNCIL**

**“All Administrators are
to render an account
to the faithful concerning
the goods offered by the
faithful to the Church”
(C1287,2)**

**PICTURE
OF YOUR PARISH**

**ARCHDIOCESE
OF SANTA FE
(Policies and Procedures)**

Who is responsible for the financial matters and actions of our Parish?

As stated in Canon 532, the Pastor represents the Parish in all juridic matters. He is the person ultimately responsible and accountable, in ordinary matters, for all spiritual and financial actions of the Parish.

However...

“All Administrators are to render an account to the faithful concerning the goods offered by the faithful to the Church...”

For this reason

Each Parish must have a Finance Council which helps the Pastor in the administration of the goods of the Parish, advises him in developing the resources of the Parish and collaborates with him in the preparation and review of the annual Parish budget.

MEMBERSHIP

- The Parish Finance Council must have at least three members (and ordinarily no more than seven) freely appointed by the Pastor.
- Appointments are to be for a term of three years.
- During his or her term of office a member may be replaced, at the discretion of the Pastor, for any just cause.
- No member may serve more than three consecutive terms.

Membership requires:

- Being a practicing Catholic and a member in good standing of the Parish.
- Having expertise in regard to temporalities (e.g., finance, accounting, management, law, etc.).
- Being endowed with an overall knowledge of parish life and a sensitivity to pastoral values.
- Being free from any conflict of interest arising from his/her occupation, or relationship to the Pastor; or any condition in which membership in the Council might be perceived to bring a inappropriate benefit to the individual.

DUTIES

The Pastor must consult with the Finance Council prior to committing to any expenditure related to nonbudgeted expenditures, construction projects, real estate and property lease issues, and fundraising efforts.

In emergency situations, the Pastor may call a special Parish Finance Council meeting for immediate consultation or he may decide to provide for the expenditure as needed.

The pastor and the Parish Finance council must seek the prior approval of the Archdiocese for any extraordinary expenditure in excess of \$15,000 for small parishes, \$30,000 for medium parishes, and \$45,000 for large parishes.

The Pastor should consult with the Parish Finance Council when faced with expenditures which exceed the approved budget by 10%.

The Pastor must seek the advice and counsel of the Parish Finance Council to buy or sell any property which requires the permission of the Archbishop.

The Parish Finance Council is responsible for the preparation and publication of an annual Finance Report to parishioners. Such a report is to be published in the Parish bulletin and a copy sent to the Archbishop. The Annual Report must be certified by the Pastor and by the Parish Finance Chairperson on behalf of the Parish Finance Council.