

#### **Goal 4: Financial Measurement and Accountability**

Given that the stewardship of the faithful provides the resources required for all parish life;

Given that pastoral leadership is entrusted with the responsibility to manage resources in order to serve and benefit the entire Body of Christ (Canon #532);

Given that accountability and integrity build trust and good will among the faithful;

**The whole people of God of the Archdiocese of Santa Fe will support procedures that ensure all Archdiocesan and parish entities follow established financial management and reporting policies to respect and honor the stewardship of the faithful.**

#### **OBJECTIVES:**

##### **Archdiocese:**

1. The Archdiocese of Santa Fe Chancellor's Office and the Finance Department will ensure all internal financial and administrative policies and procedures are in writing and communicated to Catholic Center employees by December 2007.
2. The Archdiocese of Santa Fe Development Office will use various means to promote the implementation of Stewardship as a way of life by January 2007.

##### **Parishes:**

3. Each pastor will supervise, implement and adhere to established policies, norms and directives as stated in the Archdiocese of Santa Fe Parish Administrative Manual provided by the Finance Department of the Archdiocese of Santa Fe effective immediately.
4. All parish employees, volunteers and organizations will adhere to Financial and Administrative Archdiocesan policies (e.g. finance councils, internal controls, employer guidelines) as stated in the Parish Administration Manual provided by the Archdiocese of Santa Fe Finance Department effective immediately.
5. Parishes will send a yearly statement of contributions reflecting the previous calendar year, and a thank you note to each contributing household by January 31 of each year.
6. In the interest of transparent accounting practices, each parish will provide a thorough, written financial report to parishioners at the end of each fiscal year and will send a copy to the Archdiocese of Santa Fe Finance Department beginning December 2007.
7. Each parish will develop a plan to inventory, maintain and preserve their facilities and properties according to Archdiocesan guidelines by December 2007.

8. Pastors, parish staffs and volunteers will exercise responsible stewardship in the use of parish funds and other assets effective immediately.

9. Each parish will have a qualified business manager/bookkeeper and a functioning finance committee to assist the pastor in the financial management of the parish by December 2007.

10. Each parish will develop written financial and administrative policies and procedures in accord with Archdiocesan policies by January 2007.

11. Each parish will establish a Stewardship committee that will educate, implement and promote stewardship as a way of life by January 2007.

**Families and Individuals:**

12. Families and individuals will learn about and participate in stewardship as a way of life in their parishes.