

MODEL FOR DEVELOPING A**PARISH FINANCE COUNCIL CHARTER**

In accord with canon 537 of the Code of Canon Law, and as directed for implementation by the Bishop of San Diego, this Finance Council Charter is hereby established for:

 (Parish)

(City)

Article I - Purpose

The purpose of the Parish Finance Council is to assist the pastor or administrator in the administration of the temporal aspects of parish life.

Article II - Authority and Areas of Concern

The Parish Finance Council is consultative except when consent is required by canon law. Its areas of concern include:

1. Stewardship of Treasure/Annual Catholic Appeal/Special Collections
2. Diocesan Assessment
3. Annual Financial Reports and Periodic Financial Reviews
4. Fund-raising & Development
5. Human Resources (personnel)
6. Internal Controls & Procedures
7. Risk Management (avoidance of claims for damages)
8. Buildings & Grounds
9. Parochial School Finances (if applicable)

Article III - Responsibilities

Responsibilities of the Parish Finance Council include:

1. Providing guidance for parish accounting and computer systems;
2. Reviewing the job descriptions with salaries and benefits for parish employees in accordance with diocesan guidelines;
3. Reviewing income and expenses to determine that the parish is operating within its budget (and the parochial school, if applicable);
4. Providing the diocese and parishioners with an annual financial report;
5. Promoting the principles and practice of Christian stewardship;
6. Coordinating all major fund-raising projects within the parish;
7. Reviewing periodically the inventory of parish property, and making an annual inspection of parish buildings and grounds;
8. Reviewing all bank accounts of the parish and each parish organization, and the method by which funds are disbursed from these accounts to make sure that they comply with diocesan guidelines;
9. Addressing important administrative matters such as the sale or purchase of parish property and construction or renovation of parish facilities;
10. Assessing internal controls and procedures for compliance with diocesan policies;
11. Following up on recommendations which result from diocesan directed financial reviews.

Article IV - Membership and Officers

Membership on the Parish Finance Council includes the pastor or administrator, who is ex-officio the president of the council, and no less than six (6), nor more than twelve (12) others who are parishioners and staff members with expertise in temporal affairs, e.g. financial management, business administration, construction, real estate or law. Parishioners on the council should have been registered in the parish for at least three years; staff persons need not be members of the parish.

The Parish Finance Council may include:

1. *ex-officio members as determined by the pastor or administrator* such as staff persons and the heads of parish fund-raisers;
2. *members appointed by the pastor or administrator* reflecting different kinds of expertise in temporal affairs and, without sacrificing this expertise, various elements of the parish population such as age, gender, cultural and economic differences.

While there is no specified term of office, council membership shall be reviewed every three years.

In addition to the pastor or administrator, who serves as council president, there should be a secretary who records the minutes of meetings which should be kept as a permanent record. There may be other officers such as a chairperson and vice-chairperson either appointed by the president or selected by members of the council.

Article V - Committees

The Parish Finance Council may establish committees, either standing or ad hoc, to assist in carrying out its responsibilities.

Article VI - Voting

When voting is necessary for the pastor to get the sense of the council, council members enjoy a consultative vote except when consent is required by canon law.

Article VII – Meetings and Agenda

The Parish Finance Council shall have a minimum of four (4) regular meetings annually. The president may call special meetings. He sets the agenda for all meetings and presides at them.

Insofar as possible, the agenda and appropriate material should be communicated to council members before their meetings.

Article VIII - Charter Review and Change

This charter is to be reviewed annually and adjusted as may be beneficial to the temporal welfare of the parish. It is subject to review and change following the appointment of a new pastor or administrator.

Signed: _____
Pastor

Date: _____