



BY-LAWS OF ST. THERESA PARISH FINANCE COUNCIL

INTRODUCTION AND RATIONALE

A Parish Finance Council is the only parish committee formally required by Canon Law. Canon 537 states that each parish is to have a Finance Council which is regulated by universal law as well as by norms issued by the Diocesan Bishop.

The purpose of the Finance Council is consultative. The council is formed to assist the pastor, who is the Administrator of the parish in making administrative decisions and policies on both the ordinary and extraordinary level of administration.

The council should maintain an awareness of the overall mission and pastoral vision of the parish in all consultation.

ARTICLE I NAME OF THE ORGANIZATION

The name of this body shall be St. Theresa Parish Finance Council.

ARTICLE II FUNCTIONS

The Finance Council shall

1. Assist the pastor with in the administration of the parish assets in accordance with the norms of Canon Law 1281 to 1288;
2. Become familiar with and recommend steps to comply with policies and procedures contained in the Archdiocese Internal Control Manual;
3. Assist the pastor in the preparation of a yearly budget of income and expenditures. An overview of the proposed budget should be shared with the Pastoral Council;
4. Assist the pastor in the preparation of annual financial reports on income and expenses for dissemination to parishioners;
5. Review the financial statements and budget on at least a quarterly basis. Provide a general year to date expense v budget report to the Pastoral Council on at least a quarterly basis;

6. Assist parish boards and ministries in the preparation and submission of annual budgets;
7. Study parish revenues and make recommendations for increasing revenue to meet parish and Diocesan goals and priorities;
8. Familiarize itself with, implement, and evaluate compliance with Diocesan fiscal policies and assist the pastor in meeting these obligations;
9. Encourage support of parish and Diocesan Stewardship programs;
10. Annually, with the pastor, complete pastor/school questionnaire and submit findings to the Diocesan Internal Auditor.

ARTICLE III RELATIONS WITH THE OTHER GROUPS

The St. Theresa Parish Finance Council seeks to provide unity, direction, and stability for the parish through on going communication and regularly reporting with the:

- A. Parish
- B. Pastoral Council
- C. School Board
- D. Archdiocese

The Finance Council is distinct from the Pastoral Council. The Pastoral Council members fulfill a different role and cannot be considered to be the Finance Council.

The chairperson of the Finance Council, or other member so designated, is to attend Pastoral Council and School Board meetings when input will enable the Finance Council to fulfill its responsibilities.

ARTICLE IV MEMBERSHIP

The membership of the Finance Council is to consist of not less than three (3) parishioners who are Catholic. In addition, the Finance Council will include the pastor, and may include the principal of the school, and any other person that the pastor, at his discretion, may appoint.

Members are appointed by the pastor for a three year term renewable at the discretion of the pastor or until there is a change in the pastorate beginning in May. All members shall be familiar with and comply with the Finance Council Standard of Conduct that is incorporated into these by-laws as fully set forth herein.

A member may be removed by the pastor for a serious reason. If a member is so removed notification shall be given to the Diocesan Fiscal Officer.

ARTICLE V OFFICERS

At the May meeting, officers are elected by the council members and serve one-year renewable terms. Their duties are those ordinarily performed by such officers:

The officers of the Finance Council shall be as follows:

- 1. Chairperson
- 2. Vice Chairperson
- 3. Secretary

A. The Chairperson shall: preside at all meetings of the Finance Council; conduct internal elections; call all regular and special meetings; assist the pastor in directing the functions and goals of the council ; enforce the by-laws and perform any and all duties incident to the office of .President.

B. The Vice Chairperson shall preside at all meetings on the Chairperson’s absence and perform all duties incident to the office of Vice President.

C. The Secretary shall: record and maintain minutes of all regular and special meetings; present the minutes and other material as required to the pastor and at the meetings; The Secretary shall maintain all records for each year and shall deposit said records in the church office by June 30.

ARTICLE VI MEETINGS

The Finance Council meets on the third Thursday of each month. Special meetings may be called by the pastor and/or chairperson.

ARTICLE VII PUBLICATION & AMENDMENTS

These by-laws shall be published on the church website and available on request by any parishioner. The by-laws may be amended by consensus of the council

These by-laws and all subsequent amendments shall be effective upon approval and adoption by the pastor and the Finance Council.

Adopted: _____ (Date)

Signatures:
