



CORPUS CHRISTI UNIVERSITY PARISH PARISH FINANCE COUNCIL STATUTES

Canon 532 of *The Code of Canon Law*: Defines the role of the Pastor as the authoritative representative of the parish.

“The Pastor represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of canons 1281-1288.”

Canon 537 of *The Code of Canon Law*: Introduces the Parish Finance Council as a mandated body having an advisory and consultative role with the Pastor.

“Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan Bishop; in this council the Christian faithful, selected according to the same norms, aid the Pastor in the administration of parish goods with due regard for the prescription of canon 532.”

Particular Law for the Diocese of Toledo:

All parishes in the Diocese of Toledo must have a Parish Finance Council. The Parish Finance Council is an advisory group to the Pastor and is governed by universal law and also by norms which the Diocesan Bishop issues. It is composed of members of the Christian faithful who are selected according to these diocesan norms. Its purpose is to assist the Pastor in the administration of parochial goods. Nonetheless, in all juridic affairs, the Pastor represents the parish and is to take care that parochial goods are administered according to the norms of canons 1281-1288. Canon 537 applies to the parish, the more general norms of canon 1280, which legislates that each juridical person is to have its own finance council or at least two counselors who assist the administrator of the juridic person. (Pastoral Policy Handbook of the Diocese of Toledo)

ARTICLE I **NAME AND PURPOSE**

- A. The Parish Finance Council (hereinafter referred to as “Council”) is established pursuant to the requirements of Canon 537 of the *1983 Code of Canon Law* for the Roman Catholic Church, and is subject to the provisions of Canon Law. The Council exists to assist the Pastor in the administration of the goods of the parish. The Council is accountable to the Pastor.

- B. The Council is envisioned as a group of parishioners known for their spiritual maturity and love of Christ and the Church, endowed with special competence in financial matters and of prudent judgment, who offer their time and talents in Christian service to assist the Pastor with the development and management of the parish's financial resources so that the parish may effectively pursue its proper mission of spreading Christ's Gospel and love.

ARTICLE II **DUTIES AND RESPONSIBILITIES**

In order to be effective in their responsibilities as members of the Parish Finance Council, members should have a love for the Church and its mission and develop a thorough understanding of the parish’s mission, goals, people, and other resources. The members should have knowledge of diocesan policies regarding temporal issues and other financial matters. It is the Pastor’s responsibility to give the members appropriate background and enrichment so they are able to carry out their duties.

A. Budgets

- 1. Assist in establishing timelines for development and implementation of the annual capital and operating budget for parish, school, parish organizations, and cemetery(s). The Pastor is responsible for the actual coordination/preparation of all parish budgets, but is to seek the advice of the Parish Finance Council. The Pastor is to elicit the assistance of the parish business manager and/or bookkeeper to prepare the parish budget.

Parish organizations include those with bank accounts and all those in the general operating budget. Each organization should present its plans and a summary of expected cash receipts and disbursements to the Council during the budget cycle. All are an integral part of parish life and provide services to parishioners and/or general operations/special funding.

- 2. Determine if the parish budget is prepared in accordance with the chart of accounts and reporting formats required by the Diocese.

3. Review the proposed annual parish and organizations' capital and operating budgets; and, make recommendations to the Pastor for changes as appropriate.

B. Financial Records and Reporting

1. Review financial statements, including annual reports, to help determine that Diocesan policies regarding fiscal and accounting procedures are being followed.
2. Review monthly and/or quarterly income and expense reports for the parish. Whenever possible, compare actual results to budget and prior year numbers. All significant variances should be explained with particular attention given to expenditures not included in the capital or operating budget. The Council should recommend budget amendments to bring revenues and expenditures into balance or propose a plan to correct the problem(s).
3. Assist with recording detailed inventory of assets annually and update the inventory prepared in accordance with Canon 1283 §2.
4. Review the annual financial report, prior to submission to the Diocese, to help determine the accuracy and completeness; ensure that it is submitted by the prescribed due date.
5. Review, at least annually, the financial statements and verify the cash balances of all parish organizations with cash accounts. Make sure all accounts for the parish and for each parish organization are included on the annual financial report.

Other parish organizations, at the end of their fiscal year, are to donate to the parish all monies on hand in excess of \$5,000 to be used for parish purposes only, giving consideration to the wishes of the members of the parish organization.

6. Assist in preparing/presenting/communicating an annual financial report (Balance Sheet and Statement of Activity/Cashflow) to all parishioners. Specific information should be included on the parish and parish organizations.
7. Monitor accuracy and timeliness of payments for all parish bills and/or obligations.
8. Monitor parish contribution trends by studying sources of parish revenue: make recommendations for maintaining and enhancing parish revenue, assist in the development of programs and processes to that end, and endorse fundraising programs.
 - a. Oversee and review fundraising programs and expenditures for the parish and affiliated groups/organizations.

- b. In conjunction with the Parish Pastoral Council, educate parishioners concerning stewardship, and consider periodic increased stewardship programs.

C. Strategic Planning

1. Assist the Pastor in developing a long-term capital improvement plan, including implementation and funding sources.
2. Assist the Pastor in developing a program for the care and maintenance of all parish facilities.
3. Assist in the development and maintenance of position descriptions for the parish business manager/bookkeeper and other staff/personnel engaged in the management, operation or administration of the parish. Consultation with the Diocesan Human Resources Director is encouraged.
4. Serve as a resource to advise the Pastor on significant expenditures before making a purchase or lease commitment.
5. Assist the Pastor in soliciting assistance and/or information from the Diocesan Finance Officer and members of the Finance Office staff as appropriate.

D. Internal Controls

1. Assist in developing a system of internal controls in accordance with Diocesan policy.
2. Review/audit the financial reports for parish general operations, school and other organizations with bank accounts to determine that proper accounting practices and internal control procedures have been implemented and are being followed.
3. When a change of Pastor or Parochial Administrator occurs, assist with providing a complete report of the parish's financial condition and inventory of parish assets for the new Pastor or Parochial Administrator (in accordance with Canon 1283 §2).

E. Other Considerations

1. Follow established Diocesan guidelines and participate in Diocesan training sessions and/or workshops.
2. Ascertain that all employees have been offered the opportunity to participate with the Diocesan coordinated retirement program, and that all employees

meeting eligibility receive the employer (parish or entity) contribution of four percent (4%) and the required employee contribution (2%) to the Diocesan coordinated retirement program, to ensure participation in all appropriate benefits and guarantee compliance with tax and employee benefit laws.

3. Review all parish and parish organizations banking and financial institution arrangements, including signature cards (Pastor must be one of the signatures on all accounts), bookkeeping and recordkeeping procedures, capital expenditures, and contracts of a fiscal nature subject to Diocesan regulations. Make recommendations for improvement or changes to align practices with Diocesan Regulations or Policies.
4. Members of the Council must be given complete access to all records and documents relating to financial status and operations of the parish.

ARTICLE III

MEMBERSHIP AND OFFICERS

A. Representation

1. Members should be drawn from the parish community and reflect its diversity.
2. Members of the Parish Finance Council should be chosen based on demonstrable skills or expertise in management and/or finance. Skill sets to consider include business, law, accounting, and communications. Additionally, persons with professional knowledge and experience in engineering, construction, maintenance, and purchasing could also make a significant contribution and should be recruited when available. Expertise can vary widely and include a business executive, accountant, lawyer, and small business owner (any business, even a small neighborhood business). The unique talents within the parish community should be sought. A parish Time, Talent, and Treasure survey may be helpful in identifying parishioners having the desired skills.

B. Number of Members

1. Members are to be appointed by the Pastor.
2. An appointed member, who misses two regularly scheduled Council meetings in any given year, without giving prior notice to the Pastor or Chairperson, shall be removed from membership.
3. Membership should consist of no less than three members.

4. A quorum shall consist of the majority of members.
5. It is recommended that the Parish Finance Council have an odd number of members and that, except for unusual circumstances, membership be capped at no more than nine voting members.
6. Members are to be:
 - a. Parishioners of the parish in good standing and are reflective of the membership of the parish
 - b. Committed to the pastoral mission of the parish
 - c. Preferable those with knowledge in business administration, accounting, or civil law
 - d. Individuals with no family relationship to the Pastor, to other parish or school employees, or to other Finance Council members by blood or by marriage
 - e. Individuals with no conflict of interest with the functions of the Council without full disclosure of the conflict.
7. Members may freely resign from the Council at any time by informing the Pastor.
8. The parish bookkeeper/business manager is to attend all Council meetings to serve as a resource. However, he/she cannot be a voting member of the Council.
9. Guests, such as other parish staff members, parishioners, or consultants may attend meetings of the Council at the invitation or consent of the Pastor but cannot vote.

C. Officers

1. Officers of the Parish Finance Council shall be a Chairperson, Vice-Chairperson, and Secretary.
2. The Pastor shall appoint the Chairperson after the members have gone through a period of discernment.
3. The Chairperson will be responsible for preparing the meeting agenda and any other duties assigned by the Pastor.
4. The Vice-Chairperson, in the absence of the Chairperson, assists the Pastor, who presides at all meetings and performs any other duties assigned by the Chairperson or the Pastor.

5. The Secretary is responsible for recording and distribution of Council meeting minutes, notifying members of upcoming meetings, maintaining a permanent record of business conducted by the Council, and each member's tenure.

D. Conflicts of Interest

1. Parish Finance Council members owe the parish a duty of loyalty. The duty of loyalty requires a Parish Finance Council member to act in the interest of the parish rather than in the personal interest of the member or some other person or organization. In particular, the duty of loyalty requires a Parish Finance Council member to avoid conflicts of interest that are detrimental to the parish.
2. Any person who may have a conflict of interest in view of other services, either paid or unpaid, rendered to the parish by the Parish Finance Council member, the member's family or the member's business is ineligible to serve as a member of the Parish Finance Council.
3. On an annual basis the Parish Finance Council members should disclose in writing any known financial interest that the individual, or a member of the individual's family, has in any business entity that transacts business with the parish. See paragraphs 4369 and 4370 in the Temporal Good Section of the Pastoral Policy Handbook.
4. Members of the Parish Finance Council may serve in other volunteer service roles in the parish such as other committees or boards if, in the judgment of the Pastor, such dual service will not create conflict of interest situations.

E. Parish Employees

1. Parish employees are not members of the Parish Finance Council; they are staff and support the Parish Finance Council. Parish employees should be available to answer questions regarding parish programs, accounting, financial reporting, and internal controls. The Finance Council should be provided relevant and timely information including financial reports (balance sheet, income statement, budget to actual comparisons, a list of outstanding accounts payables, loan balance payments and interest payments, investment of surplus funds, and status of fundraising drives) to review.
2. The parish Business Manager should attend meetings in a consultative, non-voting capacity. Likewise, when parish buildings and grounds are to be discussed, inviting staff responsible for these areas can enhance the discussion.

F. Terms

1. Members are to be appointed by the Pastor for a fixed term of five (5) year terms, and may be reappointed for one (1) additional term or terminated in this role by the Pastor at the Pastor's sole discretion. The terms are to be staggered for continuity of service and no disruption to the function of the Finance Council.
2. When there is a Pastor change the Council ceases to exist, the new Pastor is to review the current membership and within the first 90 days, inquire regarding their interest to continue and determine if the Council should be reappointed in its entirety, a new Council should be appointed or a combination of these two options.
3. If a pastorate becomes vacant, it is recommended that the Parish Finance Council remain in place to assist the Temporary Administrator and to provide continuity in a transition. Once a Pastor is appointed, refer to item two above.

ARTICLE IV

POTENTIAL SUBCOMMITTEES

A. Budget Subcommittee

1. To assist the Pastor in the preparation, presentation, and review of an annual budget for both operating and capital expenditures based upon the goals and objectives determined by the Parish Pastoral Council. This approved budget should be published and made available to parishioners.
2. To assist other programs and ministries in preparing and submitting their annual budgets to the parish.
3. To study parish revenue and make recommendations to the Parish Pastoral Council for maintaining and increasing revenues in order to meet parish objectives and priorities.
4. To periodically (e.g. monthly or quarterly) review income and expenditures and make recommendations as necessary to see that expenses are within set limits. Monitor parish contribution trends.
5. To review cost-cutting measures when necessary.

B. Facilities/Maintenance Subcommittee

1. Advise the Pastor regarding the results of quarterly or semi-annual inspection of all parish facilities.

2. Recommend repairs or replacements based on priorities established by these inspections.
3. Develop a detailed inventory of all parish assets in accordance with Canon 1283 §2 and update the inventory on an annual basis.
4. Assist in the development of guidelines concerning use of parish facilities.
5. Assist in the development of parish energy conservation programs.
6. Develop teams of parishioners who will donate time and talents for parish maintenance tasks, taking note of the extent to which such work is allowed to be performed by volunteers under the guidelines of the diocesan risk management and insurance programs.
7. Review the parish's risk management and loss prevention reports in order to insure corrective action is taken where necessary.
8. Ensure that the safety and security of the parish campus is addressed and reviewed regularly.

C. Internal Audit Subcommittee

1. A subcommittee of the Parish Finance Council consisting of parishioners with the background and knowledge to perform the internal review process.
2. To review periodic financial audits of the parish performed by an independent or Diocesan auditor and advise on how to address and correct identified weaknesses. Assist in communicating results of audits to parishioners.
3. Conduct self-administered audits of internal controls and procedures on at least an annual basis. Particularly focus on areas involving cash receipts and any disbursements. Review procedures used for gathering, counting and recording Sunday collections and tuition and control of bank accounts. Confirm duties are adequately segregated. Share findings with appropriate parish and Diocesan personnel.
4. Guidelines for the internal review are on the Diocesan website under Finance and Administration. These guidelines are general questions and basic procedures to be used to assist in developing and implementing a more comprehensive approach in the review process, tailoring it to the parish's unique situation and circumstances.
5. A detailed report of the committee's findings and recommendations is to be prepared and submitted to parish leadership and the Diocesan comptroller for review and keeping with the parish file.

ARTICLE V
FINANCE COUNCIL MEETINGS

- A. In striving for openness and accountability in its practices, detailed meeting minutes summarizing the items discussed and the decisions reached should be recorded. Prepared agendas, distributed in advance, will keep meetings focused.
- B. Meeting times and dates should be predictable, such as a day and week of each month. An annual calendar of the meeting dates should be established at the first meeting each year. Since the purpose of the Parish Finance Council is to provide advice and support to the Pastor, the Pastor must be present at the Parish Finance Council meetings.
- C. Meeting agendas are to be prepared in advance of the meeting by consultation between the Pastor and Parish Finance Council Chair. The agenda should list the major items for discussion. Information is to be provided at least a week in advance to members to aid in their preparation.
- D. Minutes should be recorded by the Parish Finance Council Secretary and signed then archived as part of the parish permanent record.
- E. Members should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential. Parish Finance Council meetings are typically not open to the parish community. Reports to the community will be shared once decisions are finalized. Communication with the parish should also occur at the onset of studying an issue to solicit needs and concerns, gifts and resources of the parish community. The primary purpose of the Parish Finance Council is to provide open and honest advice to the Pastor, if the meetings occurred in a public forum, the discussion may be too limited. The Finance Council should advise the Pastor on the best ways to keep the parish informed and involved in key issues and decisions facing the parish. See addendum B Temporal Good Section Pastoral Policy Handbook.
- F. The parish should retain meeting minutes, agendas, handouts, reports, and materials reviewed during the meeting for future reference by either internal or external parties.

ARTICLE VI
VOTING

- A. Consultative voting may be necessary for the Pastor to get the sense of the Council. If the advice of the voting members of the Council is unanimous on a given matter; the Pastor will give serious consideration to the recommendation and not lightly reject it.
- B. Although the Pastor is not obliged to follow the recommendations of the Council, the Pastor should not act against such advice, without a justifiable reason, and then he should clearly communicate and document the reason.

ARTICLE VII
RELATIONSHIP TO OTHER COUNCILS

- A. Since the Parish Finance Council relates to the administrative responsibilities of the Pastor, it should not be a part of the Parish Pastoral Council structure. However a member of the Parish Finance Council may serve as an ex-officio member of the Parish Pastoral Council. Communication between the two councils is essential to share information regarding the parish finances in order to implement the pastoral plans and priorities.
- B. Although there is no formal reporting process between the Parish Finance Council and other parish groups/councils, the Finance Council should interact with parish groups/councils to study, create, and revise plans for the effective management and use of parish resources.

ARTICLE VII
AMENDMENTS

Recommendations for revision of these Statutes may be made by an absolute majority of the Council at any time. The Pastor must approve and promulgate any and all revisions to the Statutes.

Approval of the Statutes of the Parish Finance Council of Corpus Christi University Parish:



Rev. Msgr. Michael R. Billian, VF

April 25, 2013
Feast of Saint Mark, Evangelist