

ST. JOSEPH PARISH FINANCE COUNCIL GUIDELINES

Adopted on September 25, 2012

Updated and Revised on November 13, 2017

**St. Joseph Parish
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www.sjohio.org/finance**

The Parish Finance Council is established and maintained with the authority of the Code of Canon Law, and operates as a consultative body to the Pastor. It is a required consultative body throughout the Universal Church.

Purpose of the Parish Finance Council

The purpose of the Parish Finance Council is to aid the Pastor in the administration of parish goods. The guidelines are developed so that the Finance Council of St. Joseph Parish may best fulfill its mission as a consultative body.

In particular, the Parish Finance Council will, as the Diocesan Parish Finance Council policy of May 9, 1991 reminds us:

- Strive to achieve consensual agreement upon recommendations which affect future directions
- Make recommendations that deal with financial plans and policies and not with ordinary matters of day-to-day administration:
 - Policies and/or plans set basic directions, provide a guide for future actions, and allow for creativity while providing such direction.
 - Ordinary administration deals with implementation of plans and policies, parish programming, and personnel matters, including evaluations and salaries. In these areas, decisions remain the competency of the Pastor.
- Seek to fulfill its role while remembering that the Pastor is ultimately responsible in both civil and canonical realms – for legal, business, and administrative matters of the parish
- Keep in mind that, particularly, within the Diocese of Cleveland, a Pastor must consult with the Finance Council concerning:
 - Expenditures in excess of \$25,000 when relating to capital purchases, leases, and/or contracts
 - Proposed acquisition or transfer of parish property and the construction of parish facilities
 - The annual financial report
 - The annual budget

Representation, Membership, and Terms of Membership

By Diocesan policy, the Parish Finance Council is to consist of, at least, three members in addition to the Pastor. Members are appointed to the Council by the Pastor. The Finance Council of St. Joseph Parish should consist of eight people total; the Pastor, the Parish Business Manager, and six appointed parishioners. At his discretion, the Pastor may appoint additional non-voting members. When considering membership to the Finance Council, membership should include, but is not limited to, those possessing skills within finance, administration, and law. All members serve for a five-year term, beginning September 1.

The Pastor and the Business Manager of the Parish serve on the Finance Council as *ex-officio* members. They also have no terms, unless established by the Diocesan Bishop. Due to the matters discussed at the Finance Council, paid Parish Staff Members are not to be members of the Council. Any member of Finance Council may resign by notifying the Pastor.

Responsibilities of Members

Members are expected to:

1. Show personal commitment to St. Joseph Parish
2. Participate in the regular meetings of the Finance Council
3. Study and prepare for each meeting
4. Listen with interest and show respect for all opinions shared
5. Consider membership on one of the Standing Committees of the Finance Council
6. Keep an appropriate guard on material shared within the meetings
7. Sign the acceptance of the Annual Financial Report to the Diocese of Cleveland

Whenever a member finds it necessary to be absent, that member should notify the Chairperson. In any period of twelve months, two absences shall be grounds for the Pastor and Chairperson to review the status of a given member with the possibility of removing that member from the Council.

Finance Council Meetings

The Finance Council year begins August 1 and concludes July 31. Throughout the year, regular meetings are held quarterly. The Finance Council will meet in the months of October, January, April, and July. All members should make an effort to attend the evening 6:30pm Mass (if one is scheduled) before commencing the meeting at 7:00pm. Special meetings required for research, additional discussion, and to address Finance Council initiatives will be scheduled as needed. Requests for meeting room use are processed by the Parish Business Manager through the Parish Office.

Leadership of the Finance Council

The officers of Finance Council are as follows:

1. The Pastor, appointed by the Bishop of the Diocese, and who presides over the Finance Council;
2. The Chairperson, discerned by the members of the Finance Council;
3. The Vice-Chairperson, discerned by the members of the Finance Council.

Officers of the Finance Council may not be a chairperson of another parish commission.

Duties of Officers

Finance Council Chairperson

The Chairperson attempts to create an atmosphere of trust and openness that will ensure the best communication. Fundamental to this is a respect for the members' ideas and abilities, a desire to achieve consensus. The candidate must have served at least one year on the Finance Council. In addition to chairing the meetings, the Chairperson serves on the Budget Committee. **The Chairperson may approach either the Pastor or Parish Business Manager to include items on the agenda. With the Pastor's assistance, it is the responsibility of the Parish Business Manager to type and email** the agenda to Finance Council members and prepare the financial statements. Agenda and minutes should be sent no less than one week before the meeting, while financial statements may be presented closer to the actual meeting date.

Finance Council Vice-Chairperson

The Vice-Chairperson assists the Chairperson in facilitating the Finance Council with duties as discerned between the Chairperson and Vice-Chairperson. The Vice-Chairperson will serve as the Recording Secretary of the Finance Council, a member of the Parish Endowment Committee, become prepared to replace the current Chairperson at some time in the future, and finally, in the absence of the Chairperson facilitate meetings. In their work, he/she will record the minutes of the regular meetings, and special meetings as directed; and make them available to the Finance Council membership as soon as possible. The minutes will be corrected, if needed, at the next regular meeting and then re-sent if needed. Lastly, the Vice Chairperson may assume the Chairperson position at the appropriate time according to these guidelines with the prior approval of the Council and Pastor.

Three Standing Committees of the Finance Council

Budget Committee

As part of their ministry, members of the Parish Finance Council shall have a role in the adaptation of the parish's annual budget. Such a role involves considering the budget against and with the goals and directions of the Finance Council. Their input is valuable for considering the larger picture within which the budget operates. While some matters, particularly relating to compensation, remain privileged, Finance Council's role will assist in the overall adaptation of the budget.

In order to facilitate this, the Parish Finance Council shall have a Budget Committee. This committee will consist of:

1. The Pastor,
2. The Chairperson,
3. The Parish Business Manager, and
4. A Member of the Parish Finance Council.

As a paid employee, the Parish Business Manager reports to the Pastor and is responsible for the assembly of the first working draft of the budget, as well as, day-to-day maintenance and comparison of expenses to budget.

Following the completion of the annual budget's first draft, the Committee is to convene and discuss the budget. In this conversation, they are to keep in mind the monthly financials, Finance Council's future directions/recommendations, and the awareness of the financial situation of the parish. Following their work, the Parish Business Manager completes the budget and will present the Committee with the proposed final draft. Once this is accepted, it will be brought to the Finance Council as a whole before being finalized.

St. Joseph Parish Endowment Committee

The Parish Endowment Committee is comprised of parishioners who serve to promote the legacy of St. Joseph Parish through providing education, awareness, and advising the Pastor, in fulfilling his role as Bursar of the St. Joseph Parish Endowment Burse. The St. Joseph Parish Endowment Burse (also known simply as The St. Joseph Parish Endowment) was established by a declaration in 2015 "for the benefit of the Parish for operations, maintenance, and ministries, and the Parish School for the purpose of operations, maintenance and tuition assistance". The Endowment's declaration requires a committee which "consists of members of the Parish Finance Council, or a committee thereof" and will be constituted by the following people:

1. The Pastor,
2. The Vice-Chairperson of the Parish Finance Council,

3. An additional Finance Council member, selected by the Finance Council, and
4. Two parishioners appointed by the Pastor.

This Committee shall meet, at least, annually in order to fulfill its prescribed duties.

St. Joseph Heritage College Scholarship Committee

The St. Joseph Heritage College Scholarship Committee assists the Pastor in awarding the St. Joseph Heritage College Scholarship. Monies collected for the Heritage Scholarship are deposited in to the St. Joseph Heritage College Scholarship Fund and is used to award the annual scholarships to college students who are parishioners. Membership on the Committee is open to members of the Finance Council and parishioners-at-large, with the approval of the Pastor.

Selection of New Chairperson and Vice-Chairperson

At the July meeting, all members who will be remaining on the Finance Council are asked to discern their willingness to serve as either Finance Council Chairperson or Vice-Chairperson, in accordance with the Duties of Officers outlined above. If there are more than two members who present themselves for any one position, a vote will be taken among the members to assist in the discernment of filling the empty position.

Amendments to Guidelines

With the Pastor's permission and upon the direction of the Chairperson, the guidelines will be reviewed periodically. Recommended changes are subject to the approval of a majority of the Finance Council. In addition, it should be kept in mind that Diocesan Guidelines for Parish Finance Councils are currently under view by the Diocese.

Previous revisions: February 15, 2016