



Archdiocese of Regina

PARISH FINANCE COUNCIL CEMETERY CHAIRPERSON

Overview

The Parish Council is a consultative body of lay persons established to advise the Pastor in matters pertaining to the financial affairs of the parish. The pastor is the ultimate decision maker. Within the Archdiocese of Regina, Parish Finance Councils were mandated by a decree (the “Decree”) dated March 1988, revised April 2010. This Decree is contained in the *Archdiocese of Regina Guidelines – Parish Pastoral Council & Parish Finance Council*. Where a Roman Catholic Cemetery exists, the Parish Finance Council shall establish a Cemetery Committee.

Activities/Responsibilities

- This committee is a subcommittee of the Parish Finance Council.
- Reports to the Parish Community on matters dealing the financial and the property upkeep of the cemetery.
- Maintains a contact list of Committee members, a minimum of 3 parishioners.
- Ensures an annual budget, to meet the operating needs of the parish cemetery, is properly prepared for review by the Pastor and the Finance Council.
- Ensures that the accounting utilized conforms to Archdiocesan requirements.
- Ensures that the counting and recording of collections and donations specific to the Cemetery Fund is established and follows Archdiocesan procedures.
- Ensures reports and documentation required by the Parish Finance Council are submitted in a timely fashion so that the Parish Finance Council can meet the requirements of the Archdiocese.
- The committee shall submit, prior to the annual meeting of the parish, a financial report of the past year and a summary of the work carried out.
- Develops a plan for the design and organization of the cemetery.
- Develops a plan for the upkeep of the monuments, and the grounds in the cemetery.
- Arranges for or ensures the security of the cemetery.
- Regularly inspects the property and develops a plan for the financing of anticipated repairs and other capital expenditures.

- All burials in the parish Roman Catholic cemetery are to be recorded in the Death Register of the parish where the cemetery is located, as well as in the Death Register of the church of the funeral liturgy. If the pastor is not involved in the interment, the minister of interment should send notice of same to the pastor.
- Observes discretion in the confidential matters arising from Parish Finance Council and the Parish Cemetery Position.
- The Pastor is ex-officio Chair of the committee. The Pastor appoints one of the lay members as Chairperson.
- The Chairperson is responsible for assisting the Pastor in setting the agendas for meetings, where appropriate and working with the Pastor in the implementation of actions or proposals agreed to by the Parish Finance Council.

The Activities/Responsibilities listed above may not completely reflect the ministry performed at this parish. Please refer to the “Other Specifics” box for duties that are specific to this parish.

Other Specifics:

Skills, Experience, and Qualifications

- Is a fully initiated member of the Catholic Church.
- Must be at least 18 years of age.
- Is known in the parish community, participates in parish life and is of good character.
- Should have skills in finance and property.
- Has appropriate leadership and facilitation skills.
- Has good organizational skills.
- Can relate effectively and communicate clearly with others.
- Additional skills that may be of assistance are experience in legal matters, personnel administration and accounting.
- The Parish Finance Council Cemetery Committee shall not be related to:
 - The pastor
 - Any member of the Parish Finance Council
 - The Parish Pastoral Council Chairperson

Personal Traits and Qualities

(The following description may be of assistance to those considering this position.)

- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.
- Detail oriented.
- Communicates well with all ages groups
- Respects the rights and dignity of the dying and the deceased.

Orientation and Training

- Standard Parish orientation program and training provided by previous Chairpersons and/or Pastor.

Participant Group

- Parish Finance Council Members
- Parishioners.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.
- The Parish Finance Council Chairperson.

Length of Ministry

- The term of service for council members should be included in the parish constitution and should be for a minimum of two (2) years, but preferably three (3) years, with a maximum of two (2) consecutive terms served. *(Archdiocese of Regina Guidelines –Parish Pastoral Council & Parish Finance Council – Page 9)*

Benefits and Working Conditions

- Will have a direct impact on the financial management of the parish/cemetery.
- Good training and experience for those seeking advancement in the fields of Finance and Accounting.
- This is a volunteer position requiring regular and annual general meetings each year.
- Must be available to attend all scheduled meetings.
- Must be able to attend the orientation session and training sessions as required.

Screening Recommendations

- This is a High Security position.
- Completion of a Volunteer Information Form is required.
- An interview and personal reference checks will be conducted by the Protocol Screening Committee.
- A criminal record check is required.
- Training and orientation are required.
- Participant follow-up will be conducted.

This ministry position description accurately reflects the Ministry of the Parish Finance Council Cemetery Chairperson currently practiced at

_____ **Parish.**
(Parish Name)

Parish Volunteer Screening Committee

Pastor or Designate

Date

Prepared by the Archdiocese of Regina