



Archdiocese of Regina

PARISH FINANCE COUNCIL CHAIRPERSON

Overview

The Parish Finance 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*.

Activities/Responsibilities

- The Chairperson may be the spokesperson for the Finance Council in its reports to the parish community.
- Maintains contact list of Parish Finance Council Members.
- Ensures any changes in the list of Parish Finance Council Members are communicated promptly to the Parish Volunteer Screening Committee.
- Ensures that an annual budget, to meet the pastoral and operating needs of the parish, is properly prepared for review by the Pastor and the Finance council.
- Ensures that the parish accounting conforms to Archdiocesan requirements.
- Ensures that counting and recording of collections follow Archdiocesan procedures.
- Reviews, approves, and compares to budget, the Financial Report that is submitted to the Archdiocese.
- Ensures the timely and accurate completion of the “Parish Finance Council Annual Report to the Archdiocese” each year.
- Prepares, publishes and presents an annual financial statement and report for the parish community.
- Reviews “The Archdiocese of Regina Personnel Policies and Procedures for Parish Employees” and ensures that the practices are being adhered to in the parish.
- Encourages support of Archdiocesan fundraising projects as well as parish campaigns.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Regularly inspects church property and develops a plan for the financing of anticipated repairs and other capital expenditures.

- Observes discretion in the confidential matters arising from Parish Finance Council business.
- Parish Finance Councils should meet regularly. The Pastor in consultation with the Chairperson should set the agenda.
- The Pastor is ex-officio Chair of the Parish Finance Council. The Pastor appoints one of the lay members as Chairperson.
- The Chairperson is responsible for assisting the Pastor in setting the agenda for meetings, and working with the Pastor in the implementation of actions or proposals agreed to by the Parish Finance Council.
- May coordinate, develop, oversee or delegate to a Parish Finance Council Member the fundraising activities of the Parish.

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.

<p>Other specifics:</p> <hr/> <hr/> <hr/> <hr/>
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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 would assist the Parish Finance Council are experience in legal matters and personnel administration.
- The Parish Finance Council Chairperson shall not be related to:
 - (i) The Pastor
 - (ii) Any member of the Parish Finance Council
 - (iii) The Parish Pastoral Council Chairperson

Personal Traits and Qualities

(The following descriptions 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
- Pays close attention to detail.

Orientation and Training

- Standard parish orientation program and training provided by previous Parish Finance Council Chairperson and/or Pastor.

Participant Group

- Parish Finance Council Members.

Support, Supervision, and Evaluation

- The Pastor is the first level of support, supervision and evaluation.

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 years, but preferably three years, with a maximum of two 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.
- Good training & experience for those seeking advancement in the fields of Finance & 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.
- The Pastor will conduct an interview and personal reference checks.
- A criminal record check is required.
- Training and orientation are required.
- There will be supervision by the Pastor.
- Participant follow-up will be conducted.

The ministry position description accurately reflects the Ministry of Parish Finance

**Council Chairperson currently practice at _____
Parish. (Parish Name)**

Parish Volunteer Screening Committee

Pastor or designate

Date

Prepared by the Archdiocese of Regina
Adapted from the Archdiocese of Toronto