



## Archdiocese of Regina

### PARISH FINANCE COUNCIL MEMBER

#### 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

- 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
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Parish Finance Councils should meet regularly. The agenda should be set by the Pastor in consultation with the Chairperson.
- Observes discretion in the confidential matters arising from Parish Finance Council business.
- The Pastor is ex-officio Chair of the Parish Finance Council. The Pastor appoints one of the lay members as Chairperson.
- May develop, coordinate, and handle accounting of the Parish fundraising or campaigns.
- May coordinate volunteers for parish fundraising campaigns.

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><b>Other specifics:</b></p> <hr/> <hr/> <hr/>
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**Skills, Experience, and Qualifications**

- Is known in the parish community, participates in parish life and is of good character.
- Has an understanding of and commitment to the church as expressed in the documents of the Second Vatican Council.
- Should have skills in finance and property.
- Additional skills that would assist the Parish Finance Council are experience in legal matters and personnel administration.
- Members of the Parish Finance Council shall not be related to:
  - The Pastor
  - The Parish Finance Council Chairperson
- Is willing to participate in ongoing formation.

**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.
- Needs to be flexible and have good relational skills.

**Orientation and Training**

- Standard parish orientation program.

**Participant Group**

- Other Parish Finance Council Members.

**Support, Supervision, and Evaluation**

- The Pastor is the first level of support, supervision and evaluation.
- The Chairperson of the Parish Finance Council may also assist the Pastor in providing 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.
- Will develop group and team working skills.
- 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 General Security position
- Completion of a Volunteer Information Form is required.
- Training and orientation are required.
- There will be supervision by the Pastor and/or his designate.

**This ministry position description accurately reflects the Ministry of Parish Finance**

**Council Member currently practiced at \_\_\_\_\_  
Parish. (Parish Name)**

\_\_\_\_\_  
Parish Volunteer Screening Committee

\_\_\_\_\_  
Pastor or Designate

\_\_\_\_\_  
Date

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

