

# Sacred Heart Church Parish Finance Council

## Parish Finance Council Charter

In accord with canon 537 of the Code of Canon Law, and as directed for implementation by the Bishop of San Diego, the parish of Sacred Heart Church of Ocean Beach, in the city of San Diego, hereby establishes this charter for its Parish Finance Council:

### Article I - Purpose

The purpose of the Parish Finance Council is to assist the pastor in the administration of all the temporal aspects of parish life.

### Article II - Authority and Areas of Concern

The Parish Finance Council is consultative. It is not the function of the Parish Finance Council to implement policies. Policy implementation is the domain of the pastor, parish staff and members of the parish who assist them.

Areas in which the Parish Finance Council should assist the pastor include:

1. Stewardship of Treasure/Annual Catholic Appeal/Special Collections;
2. Diocesan Assessment (Cathedraticum);
3. Annual Financial Reports and Periodic Financial Reviews;
4. Fund-raising and Development;
5. Human Resources (Personnel);
6. Internal Controls and Procedures;
7. Risk Management (avoidance of claims for damages);
8. Buildings and Grounds; and
9. Parochial School Finances.



### Article III - Responsibilities

Responsibilities of the Parish Finance Council include:

1. Reviewing the job descriptions with salaries and benefits for parish employees in according with diocesan guidelines;
2. Reviewing regularly income and expenses to determine that the parish is operating within its budget (and the parochial school, as well);
3. Providing the diocese and parishioners with an annual financial report;

4. Promoting the principles and practice of Christian Stewardship;
5. Coordinating all major fund-raising projects within the parish;
6. Reviewing periodically the inventory of the parish personal property, and making at least an annual inspection of parish buildings and grounds;
7. Preparing and maintaining a list of all bank accounts of the parish and each parish organization, and reviewing the method by which funds are disbursed from said accounts to make sure that they comply with diocesan guidelines;
8. Consulting in "acts of extraordinary administration," such as the sale or purchase of parish property and construction or renovation of parish facilities;
9. Assessing annually internal controls and procedures for compliance with diocesan policies and with recommendations which result from diocesan directed financial reviews.

#### **Article IV - Membership and Officers**

Members of the Parish Finance Council are to be parishioners or staff persons with expertise in temporal affairs, e.g. financial management, administration or law. Without sacrificing this expertise, various elements of the parish population (such as age, gender, and cultural and economic background) should be reflected in the membership of the council.

Membership on the council includes the pastor and no less than six (6), nor more than ten (10) others. The pastor is, ex-officio, the president of the council. Other officers - chairperson, vice-chairperson and secretary - shall be selected annually by the council.

At the discretion of the pastor, the council will include ex-officio members, but always, the chairperson of the Parish Pastoral Council. Initial members are appointed by the pastor after consultation with the Parish Pastoral Council. The term of office shall be no more than five (5), nor less than two (2) years. No member may serve more than two successive terms. Initially, the terms shall be staggered to insure continuity. Vacancies shall be filled by pastoral appointment after consultation with the Finance Council.

#### **Article V - Committees**

The Parish Finance Council may establish committees, either standing or ad hoc, to assist in carrying out its responsibilities.

#### **Article VI - Voting**

When voting is necessary for the pastor to get a sense of the council, council members enjoy a consultative vote.

**Article VII - Meetings**

The Parish Finance Council shall have a minimum of eight (8) regular meetings each year. The presence of the pastor and a majority of the members constitute a quorum.

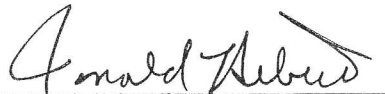
The agenda and study material should be communicated to the members five (5) to seven (7) days prior to the regular meeting.

The secretary is responsible for taking minutes at each council meeting. The minutes should be kept as a permanent record.

**Article VIII - Charter Review and Change**

Once this charter has been approved, it is to be reviewed annually. Amendments or deletions may be made only by a two-thirds vote of the members of the council and approval of the pastor.

“A parish built on love.”

Signed:   
Pastor

Date: 10-16-07