

Parish Finance Council Vice-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. Within the Archdiocese of Toronto, Parish Finance Councils were mandated for all parishes by a decree (the “Decree”) dated March 1986.

➤ **Activities/Responsibilities**

- The Pastor is ex-officio Chair of the Parish Finance Council. The Pastor appoints one of the lay members as Vice-Chair responsible for assisting 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.
- The Vice-Chair could 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 is communicated promptly to the Parish Volunteer Screening Committee.
- Ensures that an annual budget is properly prepared for reviewed 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 semi-annual 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 Toronto Personnel Policies and Procedures Manual for Parish Employees” and ensures that the practices contained in that manual 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 using, as a guide, “The Archdiocese of Toronto Church Maintenance Guidelines.”
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Parish Finance Councils should meet six times each year. The agenda should be set by the Pastor in consultation with the Vice-Chair.
- Observes discretion in the confidential matters arising from Parish Finance Council business.

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 registered and in good standing with the Church, Pastor and community.
- Must be at least 21 years of age.
- Is recognized within the parish community as a person of good reputation.
- 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.
- Members of the Parish Finance Council may not be related to the Pastor.

➤ **Personal Traits and Qualities**

- 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 Vice-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 Appointment**

One to three years with the ability to renew. The maximum term, including renewals, should not exceed six years.

➤ **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 6 meetings each year.

Must be available to attend all regularly scheduled meetings.

Must be able to attend the orientation session and training sessions as required.

➤ **Screening Recommendations**

This is a General risk position.

Completion of a Volunteer Information Form is required.

Training and orientation are required.

There will be supervision and periodic evaluations.

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

Vice-Chairperson currently practiced at _____.
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto