



Archdiocese
of Toronto

Ministry Position: Parish Finance Council Vice-Chairperson

Date Last Reviewed: July 2019

◆ Position 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 the “Decree” dated March 1986. 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.

◆ Activities/Responsibilities

- May be the spokesperson for the Finance Council in its reports to the parish community
- Maintain contact list of Parish Finance Council Members
- Ensure any changes in the list of Parish Finance Council Members are communicated promptly to the Parish Volunteer Screening Committee
- Ensure that an annual budget is properly prepared for reviewed by the Pastor and the Finance Council
- Review, approve, and compare to budget, the semi-annual Financial Report that is submitted to the Archdiocese
- Ensure that the parish accounting conforms to Archdiocesan requirements
- Ensure that counting and recording of collections follow Archdiocesan procedures
- Review the Summary of Findings of the Parish Operational Review with the pastor and ensure a timely response.
- Ensure that the Parish meets all requirements of federal, provincial and municipal regulations and maintain an accurate record of payment and compliance
- Develop a plan for systematic payment of any parish liabilities
- Evaluate and makes recommendations regarding fundraising and review the offertory regularly in relation to the budget
- Prepare, publish and present an annual financial statement and report for the parish community
- Regularly inspects church property using, as a guide, “The Archdiocese of Toronto Church Maintenance Guidelines.”
- Ensure that the Parish is in compliance with fire and safety standards, has the mandatory, approved Fire Safety Plan and follows the recommendations of the Archdioceses’ insurers Risk Management Inspection Report



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- Develop a plan for the financing of anticipated repairs and other capital expenditures
- Ensure the timely and accurate completion of the “Parish Finance Council Annual Report to the Archdiocese” each year
- Encourage support of Archdiocesan fundraising projects as well as parish campaigns
- Review “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
- Ensure that the Archdiocesan Volunteer Screening Program is implemented and support its on-going operations
- Ensure that the Parish implements all Archdiocesan policies relating to financial, personnel, and property matters
- Parish Finance Councils should meet six times each year. The agenda should be set by the Pastor in consultation with the Vice-Chair
- Observe 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:
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◆ Skills, Experience and Qualifications

- Registered and in good standing with the Church, Pastor and community.
- Must be at least 18 years of age
- 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, such as experience in legal matters and personnel administration, would be an asset
- Must not be related to the Pastor

◆ Personal Traits and Qualities



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- 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

◆ **Screening Requirements**

This is a High Risk/Position of Trust.

Before volunteering begins:

- Complete a Volunteer Application Form
- Attend interview and have personal references checked
- Complete a Police Information Check
- Complete appropriate training and orientation

After volunteering begins:

- There will be supervision and periodic evaluations
- An annual Offence Declaration and a new Police Information Check every 5 years
- Participant follow-ups may be conducted

◆ **Orientation and Training**

Standard parish orientation program, including AODA training, 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 and/or Pastoral Team is the first level of support, supervision and evaluation.

◆ **Length of Ministry Appointment**

_____ year term with the ability to renew. The maximum term, including renewals, should not exceed six (6) 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.
- Must be available to attend all regularly scheduled meetings.



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- Must be able to attend the orientation session and training sessions as required.
- This is a volunteer position requiring 6 meetings each year.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Archdiocese of Toronto provides reasonable accommodation to individuals with disabilities. Prospective and current volunteers are encouraged to discuss potential accommodations with their Pastor.

This Ministry Position Description accurately reflects the ministry of **Parish Finance Council Vice-Chairperson** currently practised at,
 _____ Parish.

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<p>Pastor's Signature</p> <p>PASTOR NAME</p> <p>_____</p>	<p>Parish Volunteer Screening Coordinator's Signature</p> <p>COORDINATOR NAME</p> <p>_____</p>	<p>Date</p> <p>_____</p>

Prepared by: Archdiocese of Toronto, Volunteer Screening Department