

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. Within the Archdiocese of Toronto, Parish Finance Councils were mandated for all parishes by 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.
- Ensures that an annual budget is properly prepared for reviewed by the Pastor and the Finance Council.
- Reviews, approves, and compares to budget, the semi-annual Financial Report that is submitted to the Archdiocese.
- Ensures that the parish accounting conforms to Archdiocesan requirements.
- Ensures 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 maintains an accurate record of payment and compliance.
- Develop a plan for systematic payment of any parish liabilities.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Prepares, publishes and presents 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.
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Ensures the timely and accurate completion of the “Parish Finance Council Annual Report to the Archdiocese” each year.
- Encourages support of Archdiocesan fundraising projects as well as parish campaigns.
- 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.
- 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.
- 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.
- 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 may not be related to the Pastor.
- Is willing to participate in ongoing formation.

➤ **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.
- Needs to be flexible and have good relational skills.
- Has a good sense of humour and a spirit of generosity.

➤ **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 Vice Chairperson of the Parish Finance Council may also assist the Pastor in providing 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.

Will develop group and team working skills.

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*

Member currently practiced at _____
(Parish Name)

Parish Volunteer Screening Committee

Pastor

Date

Prepared by: Archdiocese of Toronto