

FINANCE COUNCIL NORMS ST JOAN OF ARC PARISH, NASHOTAH

Approved by the Parish Council on 4/29/14

PURPOSE

- 1.1 The Council shall provide advice and guidance to the Pastor in the administration of parish assets.
- 1.2 The Council prepares the parish budget, any budgets for extraordinary expenditures, and reviews financial statements.
- 1.3 The Council monitors the financial condition of the parish, including regular financial reviews/audits as well as the internal financial controls by following the recommendations in the audit/review.
- 1.4 The Council reviews any indebtedness of the parish and assists the pastor in fulfilling his obligations under canon 1284.5 ("pay the interest on a loan or mortgage when it is due and take care that the capital debt itself is repaid in due time").
- 1.5 The Council provides assistance in the formulation and communication of an annual financial report to the parish community as required by canon 1287.2.

RANGE OF RESPONSIBILITY

- 2.1 The Council shall be the consultative body in all parish financial matters, except to the extent limited by church or civil law or archdiocesan policy/norms.
- 2.2 In any case where the pastor judges a recommendation to be outside the limits set forth in Canon 537, the pastor may withhold implementation, providing the Council with a rationale. The Council may appeal to the Office of the Archbishop or one appointed by him for clarification or arbitration. Any decision regarding the appeal will be final.
- 2.3 In any case where any member of the Council interprets an action of the Council to be outside the limits set forth in Canon 537, the member shall present the interpretation no later than the next meeting of the Council and ask for reconsideration.
- 2.4 In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, for clarification or arbitration. Any decision resulting from such an appeal shall be final.

MEMBERSHIP

- 3.1 The Council shall be comprised of eight members, all of whom must be baptized, practicing Catholics, registered members of the parish, participants in the parish worship life, especially Mass and the sacraments, and at least 25 years of age. Members are selected because of their familiarity with financial matters and financial expertise.
- 3.2 The Council is advisory to the pastor who presides at all Council meetings.
- 3.3 Two representatives who are members of St. Joan of Arc shall be selected from the at-large membership of the Cluster Pastoral Council by the St. Joan of Arc membership of the Council Pastoral Council.
- 3.4 Four at-large members of the parish with accounting, financial, legal, banking, and/or administrative expertise shall be appointed by the pastor.
- 3.5 Due to their legal positions in the parish corporation, both trustees shall serve on the Council.
- 3.6 The parish Business Manager serves as a key resource to the Council.
- 3.7 The term for at-large members shall be two years and shall be limited to two consecutive terms. The new members shall begin their terms after July 1 with the beginning of a new fiscal year.

SELECTION OF NEW MEMBERS

- 4.1** Each spring, at-large members shall be selected for two-year terms. At a regular meeting of the pastoral council, following its customary practice for the selection of officers, council representatives shall be selected. The pastor's appointees should also be announced at this meeting.
- 4.2** Parish employees, their immediate family members, and the chairperson of the Parish Pastoral Council are ineligible to serve on the Council. Husband and wife, siblings or parent and child may not serve together on the Parish Pastoral and Finance Councils.

OFFICERS

- 5.1** The pastor is the president of the Parish Finance Council. The pastor presides at the Council by:
- a.** Attending all Council meetings.
 - b.** Insuring that Finance Council members have adequate training in Archdiocesan procedures.
 - c.** Assisting in formulating the Council agenda.
 - d.** Supporting the chairperson in the role as facilitator of the Council meetings.
 - e.** Sharing in the dialogue which leads to Council recommendations.
 - f.** Serving as chief administrative officer of the parish.
 - g.** Implementing the recommendations formulated by the Council.
 - h.** Consulting with the Council before requesting a proxy from the archbishop. The consensus of the Council shall be represented in the request for proxy.
- 5.2** A chairperson shall be selected from among and by the Council members present at the first meeting after July 1. The office is for a one-year term and may not be held for more than three consecutive terms.
- 5.3** The chairperson moderates the meetings of the finance council by:
- a.** Knowing the tasks and responsibilities of the Council.
 - b.** Preparing the meeting agendas in consultation with the pastor and submitting the agenda to Council members at least 3 days before the meeting.
 - c.** Facilitating Council meetings by helping the members work together, participate fully in discussions, and make decisions through consensus.
 - d.** Maintaining an official list of Council members.
 - e.** Recording notes from the Council meeting and making them available to the members.
 - f.** Performing duties consistent with the office as the Council may direct.

MEETINGS

- 6.1** Finance Council meetings shall be held on a regular basis, no fewer than eight times each year. Meetings can be held when a quorum is present, defined as a simple majority of members. Councils from both parishes may meet on the same evening and at the same time but must conduct separate meetings in order to maintain the integrity of each corporation as well as conform to canon law.
- 6.2** The Council meetings are not open to the public but the pastor or, at the direction of the pastor, the chairperson may invite staff or commission/committee chairs to attend a portion of a meeting and serve as a resource to the Council on a particular issue.
- 6.3** Special meetings may be called by the pastor, chairperson or a quorum. A quorum consists of a simple majority of members.
- 6.4** The agenda shall be developed in advance of the meeting by the pastor and the chairperson. The agenda should include prayer, the parish monthly financial reports, and other financial items.

RESIGNATIONS AND VACANCIES

- 7.1** Any member of the Council may resign by filing a written resignation with the pastor and a copy to the chairperson.

- 7.2** At any meeting of the Council, any at-large member may be removed for good cause by consensus or by a majority vote of the Council. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity or failure to perform duties as a Council member. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting.
- 7.3** A vacancy among the at-large members shall be filled with a new appointee by the pastor or a new representative selected by the pastoral council. The new member serves the remainder of the vacated term.

MANNER OF OPERATION

- 8.1** The Council's manner of decision-making shall be communal discernment, which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The usual method of reaching conclusions shall be consensus.

RELATIONSHIP TO THE CLUSTER PASTORAL COUNCIL

- 9.1** One of the Finance Council representatives from the Cluster Pastoral Council provides an update on activity to the Pastoral Council at its regular meetings.
- 9.2** Members of St. Joan of Arc who serve on the Pastoral Council, in conjunction with its standing commissions, participate in the annual parish budget process for ministries and operations.
- 9.3** The Finance Council collaborates with standing commissions/committees and the appointed staff members in its gathering of information and dialogue on financial matters. The Council may request a committee chairperson or a staff member to prepare a study or to attend a meeting as a resource.

COMMITTEES

- 10.1** The Agenda Committee consists of the pastor and Council chairperson. This committee establishes the meeting agenda and insures that members are provided with meeting materials prior to the meeting.
- 10.2** The Council will require specific committees to assist with their responsibilities. Committees such as budget, personnel, buildings and grounds, auditing, and parish cemetery should be formed from parishioners with expertise in the appropriate areas and appointed by the pastor. The Business Manager is usually appointed *ex officio* to the committees. These committees should follow the Council statutes for membership, chairperson and meetings with the exception that they may meet fewer than eight times per year. These committees should submit regular reports to the Council as requested. Current committees include:
- a.** Human Resources
 - b.** Budget
 - c.** Audit
 - d.** Building and Grounds
 - e.** Cemetery
- 10.3** The Council may establish ad hoc committees as needed. The Council shall define the purpose for an ad hoc committee and establish a timeline for the completion of its task. A member of the Council serves as the chairperson and reports on the progress of the committee. The Council may invite parishioners with financial expertise to serve on these temporary committees.

AMENDMENTS

- 11.1** Council statutes may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.

Issued by: _____
Most Reverend Jerome E. ListECKi
Archbishop of Milwaukee

Date: _____

Witnessed: _____

Date: _____

Amended on June 12, 2018 and approved by the St. Joan of Arc Finance Council

Membership

Article 3.1- Increased total of members from 7 to 8

Article 3.4- Increased at large members from 3 to 4