

FINANCE COMMITTEE CHARTER

St. Ambrose Roman Catholic Parish

ARTICLE I. PURPOSE AND FUNCTION

SECTION 1. PURPOSE

The Finance Committee of St. Ambrose Parish coordinates all financial activities of the Parish and acts as an advisory body for planning, providing counsel and direction to the Pastor and Pastoral Council on financial matters, in accordance with Canon Law and the norms of the Diocesan Bishop.

SECTION 2. FUNCTION

- a. Assists and advises the Pastor and Business Manager concerning the administration of the parish goods according to Canon Law and Archdiocesan directives, policies, and norms.
- b. Directs the preparation of the St. Ambrose annual budget and assists in monitoring operations to assure budget conformance.
- c. Reviews financial reports at each meeting and presents a report to the Pastoral Council.
- d. Advises the Pastor, Business Manager and Pastoral Council on matters of financial planning.
- e. Provides support to other committees and organizations regarding financial matters.

ARTICLE II MEMBERSHIP

SECTION 1. Eligibility

Every person who is: 18 years old or older and a registered member of St. Ambrose Parish is eligible to serve as a member of the Finance Committee.

SECTION 2. Committee Size

The Committee will consist of up to ten members, the Pastor and the Business Manager as ex officio members.

SECTION 3. Term of Service

All members will serve a term of three years, with an option to serve a second three year term. Members may not serve more than two full consecutive three year term. All terms begin July 1 and end June 30.

SECTION 4. Attendance

Members are required to attend all regularly scheduled meetings. Failure to attend three consecutive regularly scheduled meetings, or four meetings in one year will result in automatic removal from the Committee.

SECTION 5. New Member

Members will be appointed by the Pastor, with consultation of the Finance Committee and Pastoral Council.

ARTICLE III OFFICERS

SECTION 1. Officers and Executive Committee

Officers of the Committee will consist of the Chairperson, Vice-Chairperson. These officers together with the Pastor and Business Manager will constitute the Executive Committee.

SECTION 2. Office Selection

Committee members will elect a Vice-Chairperson by a majority vote, annually, at the April, May or June meeting. The Chairperson will determine the election date and provide members notice at least one meeting prior to the election. The Chairperson may serve no more than two consecutive years as Chairperson.

SECTION 3. The Chairperson will have the following duties:

- a. To call and chair all meetings of the Finance Committee.
- b. To serve as a member of the Pastoral Council.
- c. Oversee Finance Committee activities.
- d. Serves as Treasurer of the Corporation

SECTION 4. The Vice-Chairperson will have the following duties:

- a. To chair meetings in the absence of the Chairperson.
- b. To conduct an orientation meeting for new Committee members prior to the first meeting in July.
- c. To succeed the Chairperson in case of resignation or disqualification.
- d. Becomes the Chairperson the following year.

ARTICLE IV MEETINGS

SECTION 1. Regular meetings of the Finance Committee will be held. The meeting day and time will be determined annually, at the beginning of each fiscal year.

SECTION 2. Other meetings of the Finance Committee may be called by the Chairperson upon written or verbal notice being given to all members of the committee at least five days prior to the date of the meeting.

ARTICLE V DECISION-MAKING

SECTION 1. The decision-making process of the Finance Committee will be by consensus when a quorum is present. A quorum will consist of one-half of the members.

SECTION 2. If consensus cannot be reached by the Committee, the following voting procedures will be used.

- a. Each member will be entitled to one vote.
- b. Actions will require a two-thirds vote of the total committee in order to pass.

ARTICLE VI SPIRITUAL GROWTH AND DEVELOPMENT

Time will be spent by the Finance Committee in fostering the spiritual growth of the members and in developing a deeper, understanding of the parish and Church.

ARTICLE VII AMENDMENTS AND REVISIONS

SECTION 1. This Charter may be amended or revised at any regular or special meeting of the Finance Committee.

SECTION 2. Amendments and revisions must be presented in writing to all members of the Committee at least five days prior to any meeting.

SECTION 3. Amendments and revisions must be passed by a two-thirds total Committee vote and ratified by the Pastor.