

**NAME OF COUNCIL:**

The name of this council shall be the Finance Council of Saint Patrick's and Saint Anthony's Catholic Community. The Mission, Core Values, and Vision Statements guide the Council.

**THE PURPOSE OF THE FINANCE COUNCIL:**

The Parish Finance Council is a community of servant leaders which shares its wisdom and offers its consultation in discerning with the pastor, through prayer and study, how the parish can best meet the financial and material needs of the parish community.

**THE AUTHORITY OF THE FINANCE COUNCIL:**

The Parish Finance Council is a consultative body that uses prayer and dialog to achieve consensus. The fruits of this shared wisdom and discernment are recommended to the pastor or his designee who presides over the Council and whose responsibility for the parish is respected. The council operates in accord with the guidelines of the Diocese of Grand Rapids governing Finance Councils.

**THE ROLE OF THE FINANCE COUNCIL:**

- Advise the pastor of financial matters
- Advise the pastor on the administration of each parish's assets
- Coordinate and approve the general parish budget for each campus
- Review and approve the annual reports of each parish
- Review each parish's financial, personnel, and administrative procedures
- Review the care and maintenance of each parish's property and buildings
- Develop long range planning for operational and capital needs
- Assist the Pastoral Council in encouraging parish stewardship
- Support the Pastoral Council in its duty to plan for the pastoral and spiritual concerns of the parish
- Establish a relationship with the parish commissions

**MEMBERSHIP OF THE FINANCE COUNCIL:**

The members of the Finance council reflect the entire body of the community and act as the voice of that community. They also model to the parish ways in which the community can be strengthened through prayer, sharing, communication, and respect for one another.

**A. ELEGIBILITY:** Anyone who is a member of the parish and actively practicing the Catholic faith is eligible for consideration as a member of the Finance Council and its committees. No one who is a paid employee of the parish is eligible to be a member.

**B. QUALIFICATIONS:** To be considered for membership on the Council, a person must be:

- Willing to participate in prayer and study

- Prepared to give time and attention to the work of the council
- Willing to dialogue and interact with other members
- Committed to advancing the common good of the community as a whole
- Should have a general knowledge and experience in financial, legal and administrative matters

**C. FORMATION:** All members of the Finance Council will participate in the process of education and formation regarding the nature and work of the Council. All members should be familiar with the diocesan guidelines for Finance Councils. They will take advantage of periodic opportunities for further study and growth.

**D. COMPOSITION:** The Finance Council shall be composed of nine (9) members, three (3) representing St. Anthony's and six (6) representing St. Patrick's. Ideally these members shall be selected according to the following method; three of the nine members shall be selected each year so as to rotate the terms, one for St Anthony's and two for St Patrick. The parishes' bookkeepers, financial leadership or the pastor's designee shall also attend all meetings of the Finance Council.

**E. SELECTION:** Each year the council will submit names of candidates to the Pastor by March 1<sup>st</sup>. A parish wide search will be announced in April. The Pastor and Parish Administrator will conduct an interview process for approval. A representative of the Council may also be involved.

**F. TERM OF OFFICE:** Selected members of the Council shall serve a term of three (3) years. There may be one successive term of office of "up to" three years, contingent upon mutual agreement between council members, the Pastor, Parish Administrator, and the Council Chairperson. Terms run concurrent with the fiscal year.

**G. OFFICERS:** The Finance Council is presided over by the Pastor, his delegate or the Parish Administrator. The members of the council shall select the chairperson of the council according to a process of consensus. The Chairperson shall serve as the council facilitator. The pastor, business manager, or parish administrator shall be responsible for the provision of financial data, regular reports and the supervision of the budget setting process. The Secretary will assure that minutes are taken, distributed and filed. This charter allows for a non-member to take minutes, should this become a preference of the Council. All officers of the Council, the Chairperson, the Vice Chairperson and Secretary shall be selected annually at the first meeting of the new term according to the process of consensus.

**H. VACANCIES:** In the event there is a vacancy with an unexpired term of more than six (6) months, the pastor shall approach the Council with the name of a candidate and seeks its advice and council. He may then appoint the person. If the unexpired term is less than six (6) months the pastor shall simply appoint a qualified person to fill the remaining term.

**I. ATTENDANCE:** Participation is important at regularly scheduled meetings. Absences of two (2) consecutive or a total of three (3) meetings will result in discernment with the council member and the Pastor.

### **THE MEETINGS OF THE FINANCE COUNCIL:**

The Finance Council shall meet monthly but not less than eight (8) times per year. The chairperson, in consultation with the pastor, may call additional meetings if matters require them. Each meeting shall begin with a prayer service that is prepared by one of the council members on a rotating basis. There shall be time set aside at periodic meetings for further education and formation of the members. If possible, the agenda and supporting documentation shall be communicated to the members in advance of the meeting. The Finance Council shall actively participate at the annual parish general meeting organized by the Pastoral Council, which incorporates the leadership of the various councils, committees and ministries of the parish for the purpose of broad visioning, goal setting for the parish and communication.

### **THE CONSULTATION OF THE FINANCE COUNCIL:**

The Pastor shall consult with the Finance Council prior to giving approval to any expenditure in excess of \$5,000.00, which has not been previously budgeted. He shall consult with the Finance Council prior to extending an offer of employment for any unbudgeted position. He shall consult with the Finance Council prior to making any agreements to purchase, sell, lease or otherwise change the financial condition of any parish property, building or long term investment.

### **COMMITTEES OF THE FINANCE COUNCIL:**

It is not necessary for members of the Council to be members of the various committees, but each committee is accountable to the Council. The Chairperson of each of the following committees shall report to the Council. The Council shall have the following committees:

**Fundraising Committee:** This committee oversees the fundraising efforts of the community.

**Building and Grounds Steering Committee:** This committee makes an annual inspection of parish property and equipment, makes recommendations regarding repairs or improvements or maintenance, for the annual budget.

**CSA Committee:** This committee conducts the annual parish CSA drive, recruits volunteer workers collects the pledge cards and reviews the diocesan reports.

**Foundation Committee:** This committee provides oversight for the funds administered through the Grand Haven Area Community Foundation and the West Michigan Foundation. (Rev. Wm. A. Langlois Education Endowment Fund and The St Patrick and St Anthony College Scholarship Fund)

### **CHANGING THE FINANCE COUNCIL CHARTER:**

The charter of this Council may be changed when the Council, by consensus, recommends changes to the Pastor. The Pastor implements the changes after having conferred with the Diocesan Office for Finance Councils.

Prepared for the May 9, 2006 meeting for consensus.