

FINANCE COUNCIL

CORPUS CHRIST CATHOLIC CHURCH ALISO VIEJO, CA

TITLE:	Finance Council
MEMBERSHIP:	3 to 7 members per council, in addition to the Pastor/Administrator
TERMS:	3 years

PRIMARY PURPOSE:

Assist the Pastor/Administrator in the administration of the temporal goods of the parish.

Help the Pastor/Administrator keep the financial administration of the parish in harmony with the mission of the Church. Decisions affecting the financial status of the parish are to be made by the Pastor following consultation with the Committee/Council. The Pastor and Council must create and maintain an atmosphere in which open and honest discussion is encouraged.

MEMBERSHIP:

- Appointed by the Pastor/Administrator, in consultation with the Parish Staff
- Serve for a 3-year term on the Council
- Can be renewed for a second term
- Maximum of 2 consecutive terms
- Each Council shall have a Chairperson/Meeting Facilitator appointed by the Pastor/Administrator
- Each Council shall have a Recorder/Secretary who keeps the minutes of the meetings.
- In case of a new Pastor/Administrator, can serve out the term or the new Pastor/Administrator has the authority to remove members before the end of their term for cause.

DUTIES & RESPONSIBILITIES:

- Serve in an **advisory** capacity, not adjudicatory
- Monthly and/or quarterly meetings with the Pastor/Administrator and Council to review financial reports (e.g. Income, P&L, and Cash Flow Statements) and advise the Pastor/Administrator on fiduciary responsibilities to the parish faithful
- Evaluating financial health of the parish
 - Reviewing and recommending approval of annual budgets
 - Reviewing long-range financial plans (5-year plan)
- Provide sound, analytical, legally appropriate, financial, and administrative advice to the Pastor/Administrator, Parish Council, and Staff
- Knowledgeable of all Diocesan policies and procedures that relate to financial administration of the parish
 - Policies and guidebook will be provided for members
 - Personnel/Payroll Policies
 - Accounting Policies
 - Building & Capital Projects Policies
 - Financial Reports

QUALIFICATIONS & EXPERIENCE:

- Roman Catholic, who are registered and participating members of the parish
- Balance of mixed skill sets

- Blessed by the Holy Spirit with gifts other than financial acumen are desirable in order to ensure outcomes and decisions are clear and can be readily understood by all members of the parish community
- Possessing skills and expertise in financial matters, business administration and civil law (e.g. CPAs, business owners, attorneys, real estate professionals) – in order to ensure the parish complies with its fiduciary responsibilities in accordance with **both** civil and canon law.
- Shown to be trustworthy and able to maintain confidentiality. From time to time, sensitive matters (e.g. personnel decisions, long-term planning) may be discussed at Council meetings.