

ST. GABRIEL
FINANCE COUNCIL
ORGANIZATIONAL GUIDELINES

MISSION: St. Gabriel the Archangel Parish, a caring, welcoming community, seeks to praise God in our prayer and work, nurture growth in the Catholic faith, and compassionately serve others.

PURPOSE: To aid the Pastor in the administration of the Parish goods with due regard for the prescription of Canon 532, which states: "In all juridic affairs the pastor represents the parish according to the norm of law. He is to take care that the goods of the parish are administered according to the norm of ⇒ can. 1281-1288." Communicate with the Pastoral Council to ensure that the envisioned Parish direction and priorities can be supported within the financial limits of the Parish. Ensure the Parish is operating within the guidelines of the *Financial Policies and Procedures Manual of the Archdiocese of Louisville*.

AUTHORITY:

- A. The Finance Council is consultative to the pastor/pastoral administrator (Canon 536).
- B. The Finance Council will work collaboratively with staff, committees, and organizations for the common good.
- C. The power of the Finance Council comes from the unity within it, the sharing of gifts, talents and insights through fruitful dialogue, reflection in prayer, and consensus recommendations to the pastor/pastoral administrator
- D. The pastor/pastoral administrator bears final responsibility for ratifying all actions of the Finance Council.

MEMBERSHIP: The Finance Council will be comprised of no more than 12 members selected from active Parish membership. All registered and fully initiated members of the parish above the age of 24 are eligible for membership on the Finance Council. The Pastor/pastoral administrator is a member of the council by virtue of his office. The Pastor/pastoral administrator will select

members based on recommendations by Finance Council membership. The Finance Council membership should consist of at least three members who are skilled in financial affairs or civil law.

OFFICERS: The Pastor/pastoral administrator presides over the Finance Council, which is a separate and distinct office from the chairperson.

Chairperson – Prepares the Agenda in coordination with the Pastor/pastoral administrator. Presides over the Finance Council meeting. Facilitates communication with the Parish Council chairperson.

Vice Chairperson -Presides over the Finance Council meeting in the absence of the Chairperson.

Secretary - Takes the minutes of the Finance Council meeting and distributes to members. Ensures minutes of meetings are archived for Parish recordkeeping. Communicates changes in membership to parish office to update parish information such as parish website and directory.

SELECTION AND TERMS OF OFFICE:

Selected members of the council:

- A. Serve no more than two consecutive three-year terms.
- B. Will have staggered terms so that no more than half of the selected members will be replaced at one time.
- C. Chairperson will serve one three-year term, at the end of which, the current Vice-Chairperson will become Chairperson and another Vice Chairperson will be selected.
- D. Will serve on council subcommittees as defined below:
 - a. Financial Aid
 - b. Planned Giving
 - c. Internal Audit
 - d. Capital Campaign (if conducted)
 - e. Long Range Planning (investments, insurance, or other fiscal matters)
- E. Will submit to a background check and complete the required conflict of interest statement as required.

MEETINGS:

- A. The Finance Council will be scheduled to meet monthly during the fiscal year beginning in July. Virtual participation is acceptable.
- B. The Finance Council does not meet without the knowledge of the Pastor/pastoral administrator.
- C. The Agenda will be determined before the meeting according to the needs and concerns of the parish.
- D. The Chairperson may call special meetings of the Finance Council. Members will receive notice by email at least 48 hours prior to the meeting.

DECISION PROCESS:

- A. All decisions made by the Finance Council will be made in the spirit of consensus decision making.
- B. If the Finance Council cannot reach consensus, voting procedures will be followed. In such an event the actions of the council require a simple majority.
- C. Occasionally matters will be brought before members by email. Email consensus can be sought by the Pastor/pastoral administrator in lieu of an actual physical meeting.

VACANCIES AND REMOVAL:

- A. Any member of the Finance Council may submit a written resignation to the Pastor/pastoral administrator.
- B. For good cause, including absence from three consecutive meetings without good reason, physical or mental incapacity, or failure to fulfill duties as a council member; any member of the Finance Council may be removed by the Pastor/pastoral administrator.
- C. A vacancy among members will be filled for the unexpired term by the Pastor/pastoral administrator with recommendation of current Finance Council members.

BUDGET:

- A. All committees/organizations will submit budget requests to the Finance Council.
- B. The Finance Council will review and recommend all budget requests to the Pastor and present to the Pastoral Council.
- C. The Pastoral Council will review the budget considering parish goals and priorities/strategic plan.
- D. The Pastoral Council makes recommendation to the pastor/pastoral administrator for approval of the budget.