

Parish Finance Council – Terms of Reference

Every parish in the Archdiocese of Grouard-McLennan must have a Parish Finance Council (PFC), pursuant to the *Code of Canon Law*:

Canon 537 Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council the Christian faithful, selected according to the same norms, aid the pastor in the administration of parish goods with due regard for the prescription of can. 532.

Canon 532 The pastor represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of cann. 1281-1288.

The Archdiocese of Grouard-McLennan has established these terms of reference to ensure that every PFC functions as intended and that every parish priest is well-supported as he carries out his duties in administering the temporal goods of the parishes in his care.

Members

- There will be at least three members of the PFC, including the parish priest.
- Employees of the parish cannot be members of the PFC but may participate in meetings, in order to provide information and answer questions.
- Members are appointed by the parish priest, having heard from the Parish Pastoral Council (PPC).
- Members are selected for their knowledge of and experience in financial and legal matters, and for their commitment to the Catholic Church and to the Archdiocese.
- Members must be well-informed about archdiocesan policies governing financial decisions and operations in parishes (Section 3, *Policy Manual – Archdiocese of Grouard-McLennan*).
- The members of the PFC will select a Chairperson, a Secretary and a Treasurer (or a Secretary-Treasurer) from their number.
- The members of the PFC will select a representative to the PPC, to serve for two years, with the possibility of return after an absence of at least two years.
- Members (except the parish priest) serve a term of two years, renewable twice, with the possibility of return after an absence of at least two years.

Roles in the PFC

1) President

The president calls the council together and ensures the PFC functions properly and effectively.

The PFC president is the parish priest.

2) Chairperson

The principal responsibility of the chairperson is to aid the president in ensuring the proper functioning of the PFC. The chairperson is also responsible for animating and chairing meetings of the PFC. The chairperson provides the meeting agenda to the secretary so that copies can be made for use at PFC meetings.

3) Secretary

The secretary prepares and circulates in advance, if required, all documents for the meetings of the PFC, including copies of the minutes of the previous meeting, copies of the agenda, and copies of the financial statements. The secretary acts as recording secretary at the meetings of the PFC and prepares the meeting minutes.

4) Treasurer

The treasurer prepares the financial statements and/or ensures that the monthly financial statements are provided to the secretary so that copies can be made for review at PFC meetings.

Responsibilities of the PFC

The PFC assists the parish priest in:

- Creating the annual budget for operations, with input from all parish bodies, including the PPC.
- Monitoring actual results compared to the budget, on at least a quarterly basis (cf. Policy 3.1.6).
- Reviewing the annual financial report before submitting it to the Office of the Finance Administrator.
- Reviewing the parish audit findings at those times when an audit is performed (change in priest, or every five years with same priest).
- Preparing an annual financial report for publishing in the bulletin and presentation at a general parish meeting.
- Reporting on the financial condition of the parish more frequently, if required by circumstances (e.g. multi-year deficit in operating budget; indebtedness because of a capital project).
- Establishing effective means of fundraising to attain the goals of the parish and the diocese.
- Supporting and encouraging diocesan and other special fundraising campaigns.
- Monitoring parish compliance with financial controls established by the diocese.

In addition, the PFC assists the parish priest with “strategic planning”, i.e. identifying general areas of concern regarding equipment and building condition. This will include:

- Planning in advance for capital expenditures and preparing a capital budget plan.
- Developing a program for care and maintenance of equipment and facilities.
- Implementing and completing approved major capital undertakings.

Meetings

The PFC should meet between 4 and 8 times per year. The parish priest may call special meetings, either on his own initiative or at the request of one or more PFC members.

Review of the parish financial statements and declarations of conflicts of interest will be standing items on the meeting agenda.

Review of one or more archdiocesan policies on parish financial decisions and operations will be a standing item on the meeting agenda.

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