



## **Finance Council Constitution**

## **PARISH MISSION STATEMENT**

We are Catholic disciples of Jesus Christ, celebrating Eucharist and welcoming and serving all God's people in the spirit of our brother Francis of Assisi.

## **VALUES**

Eucharist – Hospitality – Gospel – Stewardship

## **PREAMBLE**

The Finance Council of Sts. Simon & Jude Church is established by the authority granted under the Bishop of Orange and canon law. Finance council members understand the responsibility and accountability to provide for the material and financial needs of the whole parish and all its groups. The finance council constitution is adopted in order to define the organization of the finance council, its responsibilities in matters affecting the financial needs of Sts. Simon & Jude Church and to govern the orderly resolution of issues and conduct of functions supporting these purposes. The effective date of this document is July 1, 2005.

## **ARTICLE I**

### **NAME**

The name of this council shall be Sts. Simon & Jude Church Finance Council.

## **ARTICLE II**

### **PURPOSES AND RESPONSIBILITIES**

#### **2.1 Purposes**

The purposes of the finance council are:

- (a) to assist and advise the pastor in matters relating to the evaluation of the material and financial needs of the whole parish and all its groups;
- (b) to provide a means to discuss finance council issues with the pastor;
- (c) to submit proposals to the pastor, for the church as a whole or any of its groups;
- (d) to at all times follow and abide by the values and clinical principles of the Roman Catholic Church;
- (e) to provide a mechanism for organization, coordination and self-government of the finance council in harmony with the pastor and his advisory council; and
- (f) to discharge the responsibilities and prerogatives entrusted by canon law, the Bishop of Orange and the pastor to the finance council.

#### **2.2 Responsibilities**

The finance council understands the pastor's responsibility and accountability to the parish in accordance with canon law and is therefore responsible for the following functions:

- (a) reviewing, analyzing and evaluating the financial affairs of the parish and all parish organizations;
- (b) making recommendations to the pastor, business manager, pastoral and executive staffs regarding the establishment, maintenance and ongoing improvement and enforcement of the parish financial systems;

- (c) evaluating the proper and equitable usage of all parish properties and buildings;
- (d) planning, preparing and assisting in the preparation of parish budgets with the pastor;
- (e) advising the pastor regarding any acts of extraordinary administration;
- (f) other activities as determined by the pastor and business manager.

## **ARTICLE III**

### **FINANCE COUNCIL MEMBERSHIP**

#### **3.1 Nature of Finance Council Membership**

Membership on the finance council may be extended by the invitation of the pastor only to professionally competent parishioners who continuously meet the qualifications, standards and requirements set forth in this constitution. Appointment to and membership on the finance council will confer upon the appointee only the privileges and prerogatives that have been granted by the pastor, the Bishop of Orange and canon law in accordance with this constitution.

#### **3.2 Number**

The finance council will consist of a minimum of five (5) members up to a maximum of seven (7) members.

#### **3.3 Membership Qualifications**

Appointment and membership on the Sts. Simon & Jude Church Finance Council will be limited to only those parishioners who:

- (a) have the necessary knowledge and/or expertise to accomplish the purposes of the finance council;
- (b) are aware of the ecclesial construct of the diocese and the place of the finance council therein;
- (c) are conversant with the basic pastoral principles of subsidiary, accountability, consensus and solidarity;

- (d) are willing to share their time and talent in the service of the parish and/or any part thereof;
- (e) have demonstrated good common and business sense;
- (f) have a general knowledge of diocesan and parish policies and procedures relative to temporal matters;
- (g) have knowledge, professional by preference, of the principles of accounting, management and communication skills.

### **3.4 Ex-officio Members**

Ex-officio members serve on the finance council by virtue of the office they hold. They shall continue to serve on the council as long as they hold that position. These persons are:

- a) the pastor
- b) the business manager

### **3.5 Term of Appointment**

Each finance council member will serve a two-year (2) term, commencing on the first day of their appointment to the finance council by the pastor. Each member will serve in office until the end of his or her term, or until a successor is elected, unless he or she resigns sooner or is removed from office. All members may be appointed to succeed themselves, but will serve no more than three (3) full consecutive terms or six (6) years, whichever comes first, and will not be eligible for reappointment until an interval of at least one (1) year.

Since appointment to and acceptance of membership on the finance council is a free-will act of the pastor and the appointee, either one has the right to terminate the relationship prior to the above terms.

### **3.6 Vacancies**

Vacancies in office occur upon the death, disability, resignation, removal of the member from the finance council or the expiration of his or her term of office. Parishioners may be nominated to fill finance council vacancies by written submission to the pastor.

## ARTICLE IV

### OFFICERS

#### 4.1 Officers

Finance council officers are:

- (a) Chair
- (b) Vice-chair
- (c) Secretary

#### 4.2 Officer Duties

- a) **Chair** In accord with the wishes of the pastor, the chair will preside at and be responsible for the agenda of all finance council meetings;  
  
the chair will represent the council on parish committees and will serve as the ex-officio member of all other finance council sub-committees;  
  
he or she will select the appropriate committee placement for subject matter when not clearly defined in the finance council constitution;  
  
he or she will appoint committee members to all standing, special and multi-disciplinary committees in agreement with the pastor; and  
  
he or she will perform other functions that may be assigned to him or her by this constitution and/or the pastor.
- b) **Vice-chair:** In the absence of the chair, he or she will assume all of the duties and authority of the chair. He or she will automatically succeed the chair when the latter fails to serve for any reason, until a successor is nominated and approved by the pastor.
- c) **Secretary:** He or she will keep accurate and complete minutes of all finance council meetings, call the meeting on order of the chair, attend to all correspondence, and perform any other duties that ordinarily pertain to this office.

## **ARTICLE V**

### **MEETINGS**

#### **5.1 Regular and Special Meetings**

Finance council meetings are called by the pastor according to the request of the council members.

#### **5.2 Quorum**

A majority of finance council members attending any regular or special meeting of the finance council will constitute a quorum for the transaction of business when consultation of the council is required by ecclesiastical prescription. The act of a majority of the finance council members present at any meeting will be the act of the finance council, unless the act of the greater number is required by the constitution or the pastor.

#### **5.3 Delegation of Powers**

For any reason deemed sufficient by the finance council and the pastor, the finance council may delegate all or any of the powers and duties of any officer to any other officer or finance council member, but no officer or finance council member may act in more than one capacity.

#### **5.4 Standing Committees**

Standing committees will be established within the finance council as necessary.

Except as otherwise specified in this constitution, standing committees may set meeting times and will make every reasonable effort to ensure meeting dates are disseminated with adequate notice.

Committee action conducted by telephone or video conference will constitute a meeting for the matters discussed in that telephone or video conference. Valid action may be taken without a meeting by written action setting forth the action when signed by at least a majority of the members entitled to vote.

The pastor has veto power on all issues.

## **5.5 Minutes**

Except as otherwise specified, meeting minutes will be prepared and retained. They will include, at a minimum, a record of the attendance of members and the vote taken on significant matters. Two sets of minutes will be prepared: one set that includes confidential information, and another set that withholds confidential information and is posted on the SSJ website. A copy of the minutes will be forwarded to the pastor.

## **5.6 Attendance Requirements**

Each finance council member, during the term of his or her appointment who is entitled to attend meetings, will be required to attend at least seventy percent (70%) of all regular finance council meetings.

# **ARTICLE VI**

## **GENERAL PROVISIONS**

### **6.1 Policies and Procedures**

The finance council will adopt policies and procedures as it deems necessary to implement the general principles found within this constitution. These policies and procedures will relate to the proper financial and facilities management of Sts. Simon & Jude Church and will be submitted for the pastor's consideration. Policies and procedures will be a part of this constitution, except that they may be amended at any regular or special finance council meeting. Recommended changes to the policies and procedures will be submitted to the pastor for approval.

### **6.2 Construction of Terms and Headings**

The captions or headings in this constitution are for convenience only and are not intended to limit or define the scope or effect of any of the substantive provisions of this constitution.

### **6.3 Proposals**

Proposals from the pastor or from standing committees are to be considered by the finance council.

#### **6.4 Checks, Etc.**

All checks, drafts and orders for payment of money will be signed in the name of Sts. Simon & Jude Church by the pastor or his designee and, if desired by the pastor, may be counter-signed by agents the pastor designates.

#### **6.5 Contracts, Conveyances, Etc.**

All contracts, conveyances or other instruments are to be executed in accordance with diocesan prescriptions.

#### **6.6 Bank Deposits**

All funds of Sts. Simon & Jude Church will be deposited, from time-to-time, to the credit of the parish in accordance with diocesan policy.

#### **6.7 Gifts and Donations**

The pastor may accept, on behalf of the parish, any contribution, gift, bequest or device for the general purposes or for any special purpose of the parish in accordance with diocesan prescriptions. All endowments and other assets will be invested and administered according to diocesan policy.

#### **6.8 Authority to Borrow Money**

Parishes are not authorized to borrow money without the approval of the Diocese of Orange and the pastor.

#### **6.9 Confidentiality**

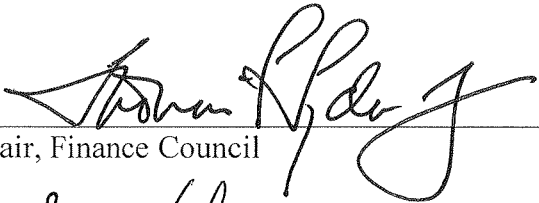
Finance council members will treat all written materials and meeting agendas on a confidential basis. No member may discuss or disseminate any sensitive or confidential data to persons outside the finance council without expressed authorization from the pastor.

### **ARTICLE VII**


#### **AMENDMENTS**

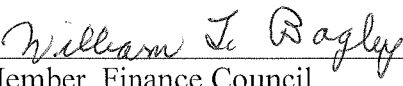
The pastor, the chair, or a duly appointed ad hoc committee may propose amendments to this constitution as needed. An amendment will require a two-thirds (2/3) vote by the finance council for adoption. Amendments will be effective when approved by the pastor.

Approved and adopted by the finance council members and the pastor.

  
Chair, Finance Council  
11/28/05  
Date


  
Member, Finance Council  
11/28/05  
Date

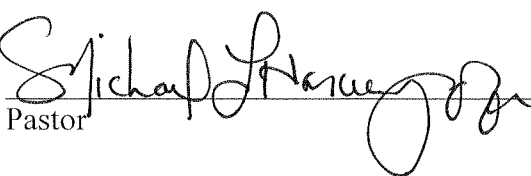
  
Member, Finance Council  
11/28/05  
Date

  
Member, Finance Council  
11/28/05  
Date

  
Member, Finance Council  
11/28/05  
Date

  
Member, Finance Council  
11/30/05  
Date

  
Member, Finance Council  
11/28/05  
Date

  
Pastor  
11/28/05  
Date

## Appendix I

### FINANCE COUNCIL OATH

I, the undersigned member of the Sts. Simon & Jude Church Finance Council, hereby accept this canonical appointment according to the provisions of the canon law of the Roman Catholic Church

I promise to fulfill my duties and responsibilities as a finance council member with commitment and trust. I understand that the matters discussed during the meetings of the Sts. Simon and Jude Church Finance Council are confidential, and I pledge to maintain that confidentiality in all ways outside the times of these meetings.

With God's help, I hereby accept this appointment by the Reverend Michael L. Harvey, OFM, pastor of Sts. Simon & Jude Church for the good of the Church and Sts. Simon & Jude Church.

---

Member, Finance Council

---

Date

---

Pastor

---

Date

## Appendix II

### CODE OF CANON LAW

#### Book II: The People of God

##### Parish Finance Council

Canon 536 – In each parish there is to be a finance council which is governed, in addition to universal law, by norms issued by the diocesan bishop and in which the Christian faithful, selected according to these same norms, are to assist the pastor in the administration of the goods of the parish, without prejudice to the prescript of can. 532.

Canon 532 – 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.