

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 prescriptions of canon 32 (Revised Code of Canon Law, c. 537).

Every parish will have a finance committee and such committees as deemed necessary for the ongoing development of the parish mission (Steubenville Diocesan Synod 1983, police 36).

I. Development of Parish Finance Councils

1. Both the Revised Code of Canon Law and our Diocesan Synod call for the establishment of Parish Finance Councils. The following guidelines will apply to already existing finance committees and/or newly formed finance councils.

II. Functions of the Finance Council

1. The primary responsibilities of the Finance Council are to review and assist in implementing a parish budget and to give a complete financial report to the parish at least once a year. Other responsibilities included are:
2. To advise the pastor in major financial matters;
3. To advise the pastor regarding parish investments, especially when investments are made or transferred;
4. To review and make recommendations to the pastor and parish council relative to maintaining and/or increasing parish income in order to meet the parish plan;
5. To review parish budget and expenditures quarterly;

6. To review all proposed major expenditures (over \$5,000.00);
7. To do long-range financial planning for the parish;
8. To review all contracts over \$5,000.00 between the parish and outside parties;
9. To review the annual financial report sent to the diocesan Finance Office;
10. The Parish Finance Council meets at least four times a year.

II. Membership

1. The pastor is an ex-officio member of the finance council.
2. In addition to the pastor, the council should consist of at least three other members knowledgeable in financial or property matters.
3. The term of office for finance council members ought to be determined by the parish council.

Members of the finance council ought to be knowledgeable persons with some financial background or at least a sound business sense. The members are to be appointed by the pastor after input from the parish council. If the finance council is a committee of the parish council, it is possible to appoint some members of the finance council from the parish-at-large. The finance council should reflect the total concerns of the parish and its goals. It must be noted that the council, while an integral part of the parish structure, is an advisory body.

**GUIDELINES
for
PARISH FINANCE
COUNCILS**

Diocese of Steubenville