

HOLY CROSS CATHOLIC CHURCH

FINANCE COUNCIL BY-LAWS

PURPOSE

The purpose of the Holy Cross Finance Council is to provide the pastor with a group of Christian faithful who will aid him in the administration of the financial matters of the parish. The Finance Council is to serve the goals and objectives set forth by the Pastoral Council, both being guided by the mission statement of the parish.

CONSULTATION

The consultation of the Finance Council shall parallel the consultation of the Pastoral Council. The FINANCE COUNCIL, like the PASTORAL COUNCIL, is a unit of service, not authority.

DIOCESE

Training will be conducted at the diocesan level for the pastor and laity in regards to the duties and responsibilities of the Finance Council.

PASTOR

The pastor is the chief governing person and accountable to the Bishop. He must preside at Finance Council meetings and participate in its activities. He must:

1. Call the Finance Council and seek advice on financial matters affecting the life of the parish.
2. Be open, respectful and receptive to the voices of the parishioners.
3. Weigh seriously the collective wisdom and consensus of the Finance Council
4. Insure that the Finance Council concerns reflect the whole Church and its mission.
5. Assist in the proper formation, training and orientation of all council members.
6. Facilitate council members in building their own community of faith, trust and respect.

MEMBERSHIP

The Finance Council is to consist of not less than six parishioners who are Catholic (an exception can be made with approval of the pastor) and are known contributors of their time, talent and treasure. They should represent the whole parish community to

the extent feasible. If possible, expertise in business, finance or law would be helpful.

Members will be freely appointed by the pastor for a minimum of three years, renewable term or until there is a change in the pastorate. Excluded from membership are persons who could have a conflict of interest.

MEETINGS

The council shall have a minimum of four meetings per year. Additional meetings are held as needed.

RESPONSIBILITIES

The Holy Cross Finance Council shall:

1. Assist the pastor in the administration of parish financial matters.
2. Assist the pastor in the preparation of a bi-annual report of revenues and expenditures for dissemination to the parishioners.
3. Review the parish income and expense report quarterly and make recommendations as necessary to see that the expenses are within the limits of income received and on hand.
4. Study parish revenues and make recommendations for increasing revenue to meet both parish and diocesan goals and objectives.
5. Study parish expenses and make recommendations to minimize expenditures within the parish.
6. Familiarize themselves with diocesan fiscal policies and assist the pastor in meeting these obligations.
7. Encourage support of parish and diocesan stewardship programs.
8. Be consulted on all expenditures other than normal operating expenditures.
9. Schedule council members to count, record on the proper form, and deposit in the bank all church contributions after the 10:00AM Mass on Sundays.
10. Record all parishioners' church contributions by entering them on the computer at Church DB.com in a timely manner.
11. Schedule at least four Finance Council Meetings per year and additional meetings as needed.