



St. Catherine of Siena Finance Council By-Laws

Article I Name

The name of this organization shall be the St. Catherine of Siena Finance Council.

Article II Mission Statement

The St. Catherine of Siena Finance Council is an advisory body that provides assistance to the pastor through financial analysis, planning, and policy development. The Finance Council examines parish and school financial resources and expenditures and advises the pastor on ways for the parish and schools to meet their financial goals and objectives.

Article III Functions of the Council

The functions of the Finance Council shall include, but not be limited to, the following:

- a) Review the annual budget prepared by the parish and school business managers and advise as to reduction or increases in expenditures so as to ensure that financial resources and parish and schools goals are compatible.
- b) Study the parish and schools revenues and assets and make recommendations concerning short term and long-term parish and school goals and priorities.
- c) Review monthly financial statements prepared by parish and school business managers.
- d) Provide parishioners and school families with periodic reports on the financial position of the parish and school.
- e) Develop, review, and recommend pastoral policies and procedures as they relate to financial matters of the parish and schools.

Article IV Consultation

The pastor is required to consult the Finance Council concerning the following:

- a) Expenditures in excess of \$50,000.
- b) The acquisition or divestiture of properties and the construction of new facilities.
- c) The annual financial report to the parish and schools.
- d) The annual budget for the next fiscal year.

Article V Membership and Terms

The Finance Council brings together individuals with skills in finance, administration, and law to aid the pastor in the financial administration of the parish and schools. The members of the Finance Council must support the mission of the parish, and all recommendations will be made with the intent to achieve the parish mission.

The pastor presides over the Finance Council which will consist of no less than five (5) and no greater than nine (9) members. At least one (1) member shall be taken from the Grade School Advisory Council. Additionally, the grade school principal, preschool director, and parish business manager shall attend meetings and serve as staff support for the Finance Council.

Members are appointed by the pastor for an initial term of two (2) years. A Council member can serve for a maximum of three (3) consecutive terms. The pastor will solicit names for new members from the committee at the May meeting, and new members will begin their term July. The appointment of Council members should be staggered in time to ensure that the minimum required number of Council members are maintained at all times. No more than one-half of the lay members of the Council should leave the Council, either by expiration of term or resignation, at any one time.

All Council members must be qualified as to the following:

- a) A practicing Catholic in full communion with the Catholic Church and supportive of her teachings.
- b) The age of 18 by July 1 of the year of the appointment.
- c) A registered parishioner having demonstrated participation in and support of the parish.
- d) Agrees to be an active participant of the Council, attending Council meetings and accepting assignments to further the work of the Council.

Article VI Officers

The officers of the Finance Council shall consist of a chairperson and a secretary. New officers are chosen by the Pastor each year at the May meeting after discussion with the Finance Council and serve at his discretion. Each officer is appointed for a two (2) year term beginning the following July. Officer terms may be renewed once.

The chairperson shall chair the meetings, assist in developing the agenda and provide the means to prepare for Council meetings and follow-up work. As a leader, the chairperson helps to develop unity and stability by promoting an atmosphere of trust and open communications.

The secretary shall keep accurate records of the proceedings of the Finance Council and the record of attendance of all members. The secretary will be responsible for minutes of the prior meeting and for distributing the minutes to the Finance Council members one week prior to the next regularly scheduled meeting.

Article VII Meetings

The regular meetings of the Parish Finance Council shall be held six times per year. The meetings will generally be held on the fourth Monday of each month in January, March, May, July, September, and November. Regular meetings of the Finance Council may be canceled by the pastor. Any required special meeting shall be called with at least three days' notice except in case of emergency.

Members are required to attend all regular and special meetings. Any member anticipating missing a meeting shall notify the pastor prior to the meeting. The pastor will review a member's attendance record if he or she is absent for two or more meetings. After appropriate review and consultation with the individual, the pastor may ask the member to resign.

Article VIII Confidentiality

Finance Council members will not have access to confidential information pertaining to employee salaries and parish and school contributions. Materials such as agendas, meeting minutes, and review materials should not be disclosed to others if designated as confidential. Violation of this confidentiality would be cause for dismissal of a member.

Article IX Change in Pastor of the Parish

If the pastor is absent, incapacitated or reassigned, the Finance Council will continue working for the benefit of the parish and schools.

Article X Amendments

These by-laws may be amended at any regular or special meeting of the Finance Council by the pastor in consultation with Finance Council.

(rev. 6/29/18)