

Date: November 5, 2024

Re: Parish Finance Councils

Every parish is required by canon law to have a Finance Council that meets regularly (Canon 537). In addition, Oregon law covering the reorganization of the archdiocese establishes a legal corporation for each parish that is made up of the Vicar General, the Pastor, and the head of the Finance Council.

Included in the responsibilities assigned to parish pastors and administrators are ensuring that Finance Councils function in their parishes and that they follow the requisite guidelines and directions.

Key points regarding Finance Councils

1. It must be a functioning Finance Council that meets regularly.
2. It must have at least three unrelated members apart from the pastor.
3. Members should have competence in financial and business matters and possess prudent judgment.
4. Members must have access to all records and documents to help them fulfill their responsibilities regarding parish finances and operations.
5. Members and councils must faithfully follow archdiocesan policies and procedures regarding finances and temporal matters.
6. The head of the Finance Council is a member of the Parish Pastoral Council.
7. Finance Councils should meet at least quarterly.

Functions of a Finance Council

1. To assist the pastor in his care for financial and temporal responsibilities for the parish.
2. To assist in preparing and presenting the annual parish budget, which should be made available to parishioners.
3. To review income and expenditures at least semi-annually, and to determine whether the parish is following the approved budget.
4. To provide parishioners with an annual financial report.
5. To approve financial statements and records required by archdiocesan offices.
6. To give consent to acts of extraordinary administration.