



DIOCESE OF SIOUX CITY

Diocesan Resolution

Parish Lay Director Appointment

Most Reverend Bishop, I, undersigned Pastor of _____

Parish in _____ Iowa on _____
(CITY) (DATE)

request permission to *(see following page for Parish Lay Director Role and Terms)* appoint the nominated as a Lay Director for our Parish:

Full name: _____

Address: _____

Email: _____ Tel.: (____) _____

Date of Virtus registration: _____ Date of (or last) background: _____

Pastors, before sending a resolution:

- The prospective Parish Lay Director must be registered through Virtus. If they are not, have them go to www.virtus.org and click on "**FIRST-TIME REGISTRANT**" in the left column.
- New Virtus registrants must read the **Code of Conduct**, watch the **Protecting God's Children** training video and complete a **background check**.
- If they previously registered for Virtus and completed a background check, write the dates where requested above. Contact Dan Ellis in the Office of Safe Environment at dane@scdiocese.org, or call 712-233-7517, if you need help.
- Complete this resolution in its entirety, including the Virtus registration and background check dates, and email to Maria Garcia at mariag@scdiocese.org.

I hereby ask for approval of the above resolution.

Pastor Signature

Date

Approved:

Bishop of Sioux City

Date



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Role of the Parish Lay Director

1. Civil Corporation of the Parish:
 - a. The Bishop is the President of all parishes.
 - b. The Vicar General is the Vice President.
 - c. The Pastor is the Secretary/Treasurer.
 - d. The two lay directors are the remaining members of the parish corporation governing body.
2. Each parish is required to have two lay directors.
 - a. These are nominated by the Pastor
 - b. Must be approved by the Bishop via a Diocesan Resolution.
3. The terms of the lay directors:
 - a. Three-year terms
 - b. Terms can be renewed one time, with a recommended total term limit of 6 years (except when completing an unfilled term).
4. To be a parish lay director, he/she:
 - a. cannot be an employee of the parish.
 - b. must be a Catholic in good standing whose lifestyle is fully consistent with Catholic teaching and moral/ethical standards.
 - c. must be able to work with others, accept and receive direction where needed or indicated, collaborate with pastor and others for the good of the parish, offer advice to pastor when asked or when circumstances seem to require it, and maintain confidentiality regarding parish finances and other privileged information.
 - d. must disclose any business relationships with the parish (if the parish has a Conflict of Resolution policy, this will suffice)
 - e. should be of an appropriate age and have sufficient practical/financial experience with which to address important issues pertaining to parish programs, buildings and grounds, financial transactions, etc.
5. Lay directors also serve on the parish finance committee.
6. It is recommended that at least one of the lay directors also be an authorized check signer on behalf of the parish so that necessary financial transactions can take place whenever the pastor is absent from the parish.
7. Lay directors will cooperate with the pastor in the development of all Diocesan Resolutions submitted on behalf of the parish for which the Bishop's approval is required. (*See criteria re. Diocesan Resolutions*)
8. A lay director acts as a liaison between Pastor and parishioners in such a way that parishioners can bring parish business concerns to them.