

New Trustee Session

October 19, 2024



Agenda

- **Key Contacts**
- **Diocese Website**
- **Resolutions**
- **Finance Councils**
- **Investment Policy**



Key Contacts

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Website

Diocese Website:

<https://www.syracusediocese.org>

Parish Resources:

<https://syracusediocese.org/finance-operations>

Risk Management:

<https://syracusediocese.org/risk-management>

Trustee Resolutions:

<https://syracusediocese.org/trustee-resolutions-building-commission-guidelines>



Website

RISK MANAGEMENT MENU

PROGRAM OVERVIEW	AUTO POLICY & PROCEDURES	CEMETERY SAFETY	DIOCESAN GUIDELINES
FACILITIES MANAGEMENT	GUIDELINES FOR YOUTH PROGRAMS	HOLD HARMLESS AGREEMENTS	INSURANCE REQUIREMENTS
ONLINE TRAINING VIDEOS	OSHA	REPORT A CLAIM	SAFETY NEWSLETTERS
SCHOOL SAFETY	SECURITY GUIDELINES	SELF-INSPECTION LISTS	SPECIAL EVENTS INSURANCE
TRUSTEE RESOLUTIONS & BUILDING COMMISSION GUIDELINES	WORKERS' COMPENSATION		



Trustee Resolution Process



Parish Trustee Resolution

Parish Structure and Other Resolution Basics:

- **Bishop – President**
- **Vicar General – Vice President**
- **Pastor – Secretary / Treasurer**
- **Two Lay Trustees**

- **Local Trustees (Pastor Plus Lay) Can Approve Expenditures Up To \$25K**
 - **Beware of Exceptions To This Rule (Next Slide)**
- **Any Expenditure Beyond The Local Approval Authority Requires a Resolution**
- **Good Practices**
 - **Include Method of Financing The Project or Expenditure**
 - **If a Bidding Process is Used, Circulate The Bids With The Resolution**
 - **Resolution Must Be Signed By The 3 Local Trustees**



Parish Trustee Resolution

Parish Resolution Process:

- **Signed Resolution is Submitted To The Chancellor**
- **Chancellor Delivers Resolution to Kateri Lickona (Process Coordinator)**
- **Resolution is Given a Control Number and is Circulated Via Email For Comments**
- **Review Group Provides Written Comments About The Resolution**
- **Review Group Includes**
 - **Chancellor**
 - **Vicar For Parishes**
 - **Vicar For Priests**
 - **Director of Facilities**
 - **CFO**
- **Resolution With Comments is Sent To Vicar General and Bishop for Signatures**
- **Approved Resolution is Sent To Parish**
- **Copy is Kept on File at The Chancery**



Trustee Resolution Requirements

Trustee Resolutions Are Required Prior To Any of The Following Taking Place:

- New Construction / Renovation Projects Over \$25K
- Hiring Architects / Engineers / Contractors & Project is Expected to Exceed \$10k
- Any Liturgical Changes to Worship Space Regardless of Cost
- Donation of Real Property
- Purchasing and/or Disposing of Real Property (2 Required For Sale)
 - 1) Alienation 2) Sale
 - Both require Finance Council and Consultants Approval
- All Short- or Long-Term Leases of Real Property
- Borrowing Money over \$10k From Either a Lending Institution or another Diocesan Entity
- Feasibility Study For a Capital Campaign When The Cost Exceeds \$10k
- To Execute a Capital Campaign



Finance Councils / Investment Policy / USCCB Investment Guidelines



Finance Councils

- **Required By Canon Law**
- **Should Meet Quarterly *and* Maintain Meeting Minutes**
- **Annual Duties Include**
 - **Annual Budget Oversight and Advice**
 - **Quarterly Financial Reviews and Oversight**
 - **Review and Sign Annual Financial Report To The Bishop**
 - **Review Annual Report To Parishioners**
 - **Review Annual Safety Inspection Report**
- **Duties of The Pastor**
 - **President of Finance Council**
 - **Appoints Council Members including Chairperson and Secretary**
 - **Pastor Should Appoint Three to Seven Members**
 - **Members Should Be Listed in The Parish Bulletin**



Finance Councils

- **Finance Council Members**
 - **Members of The Parish (Majority)**
 - **Knowledge of Business Administration, Accounting or Civil Law**
 - **No Family Relationship to Pastor, Parish Employees or Other Council Members**
 - **No Conflict of Interests**
 - **Three Year Renewable Terms**
- **At Least One Trustees Should Attend Finance Council Meetings**
 - **Non-Voting Capacity**
- **Parish Business Manager and Bookkeeper Should Also Attend**
- **Reference PDF Document “Norms for Parish Finance Councils”**



Investment Policy

- **Duty of Parish Finance Councils**
- **What's Covered In An Investment Policy?**
 - **Investment Objectives**
 - **Asset Allocation**
 - **Investment Restrictions**
 - **Portfolio Rebalancing**
 - **Portfolio Review**
 - **Authorized Decision Makers**
 - **Performance Benchmarks**
 - **Investment Manager Selection**
- **Investment Committee is Optional**
- **Meet With Investment Advisor Periodically (Quarterly)**
- **Reference Document “DOS IPS”**



USCCB Investment Guidelines

- **New Investment policies Cover Five Major Categories:**
 - Protecting Human Life
 - Promoting Human Dignity
 - Enhancing the Common Good
 - Pursuing Economic Justice
 - Saving Our Global Common Home
- **Examples of New Policies**
- The USCCB **will not invest** in any company whose activities include direct participation in or support of abortion, euthanasia or assisted suicide.
- The USCCB **will not invest** in companies that utilize in vitro fertilization for either assisting conception or for research.
- The USCCB **will actively promote and engage companies** through corporate dialogues, proxy voting, and support of shareholder resolutions the adoption of corporate social and environmental responsibility guidelines within companies.



USCCB Investment Guidelines

- **We Are At The Beginning of Considering How To Implement The New Guidelines**
- **We Will Update You As We Go Through This Process**



Open Discussion

10/19/2024

Comments? Questions?

Thank You!

