

# **Experienced Trustee Session**

**February 22, 2025**



# Agenda

- **Key Contacts**
- **Diocese Website**
- **Safe Environment**
- **Finance Councils / Investment Policy / USCCB Guidelines**
- **Trustee Resolutions**
- **Q&A**



## Key Contacts

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**sbreen@syrdio.org**

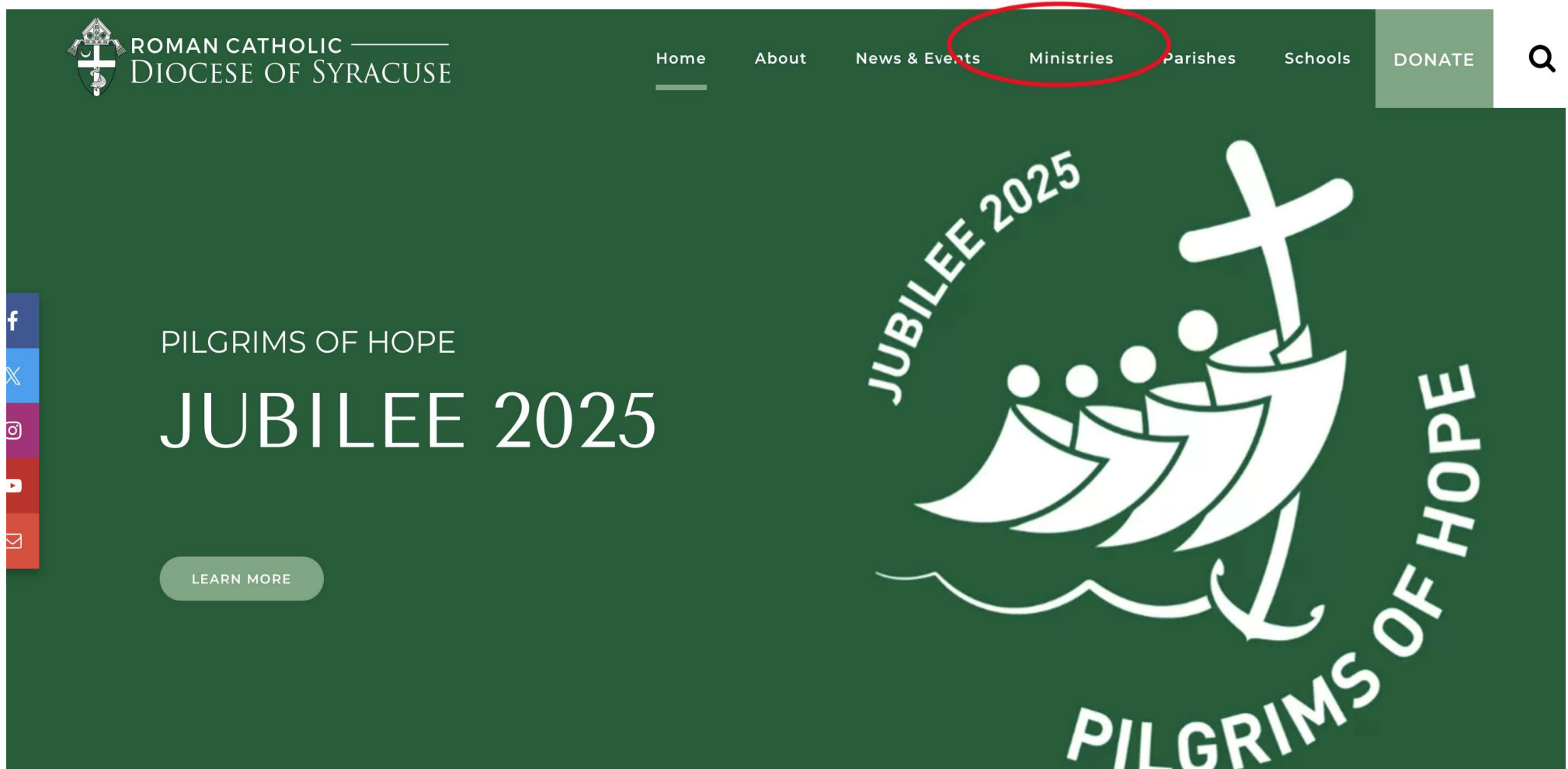
**Office of Safe Environment**  
**315-470-1421**  
**safeenvironment@syrdio.**  
**org**



## New Website

**Diocese Website:**

<https://www.syracusediocese.org>



# New Website



ROMAN CATHOLIC  
DIOCESE OF SYRACUSE

[Home](#)

[About](#)

[News & Events](#)

[Ministries](#)

[Parishes](#)

## A-C

[Adolescent Catechesis and Discipleship](#)

[Adult and Ministerial Formation](#)

[Archives](#)

[Asian Apostolate](#)

[Care for Our Common Home](#)

[Catholic Charities](#)

[Catholic Schools](#)

[Cemeteries](#)

[Charismatic Renewal](#)

[Child & Family Catechesis](#)

[Christ the King Retreat House](#)

[College Campus Ministries](#)

[Commission on Women in Church & in Society](#)

[Communications Office](#)

## D-L

[Deacon Formation](#)

[Deaf Ministry](#)

[Diaconate](#)

[Diocesan Pastoral Council](#)

[Diocesan Synod](#)

[Eucharistic Revival](#)

[Facilities/Construction](#)

[Family/Respect Life](#)

[Finance Operations](#)

[Foundation](#)

[HOPE Appeal](#)

[Human Resources](#)

[IT](#)

[Jubilee Year 2025](#)

[Liturgy and O.C.I.A.](#)

## M-R

[Marriage Preparation](#)

[Office of the Bishop](#)

[Parish Accounting Services](#)

[Pastoral Leadership](#)

[Pastoral Planning](#)

[Pontifical Mission Societies](#)

[Priest Personnel](#)

[Public Policy](#)

[Retired Priest Ministry](#)

[Risk Management](#)

## S-Z

[Safe Environment](#)

[Seminarian Formation](#)

[Social Justice](#)

[Spanish Apostolate](#)

[Tribunal](#)

[Vicar for Parishes](#)

[Vicar for Religious](#)

[Victim Assistance](#)

[Vocations](#)

[Young Adult Ministry](#)

[Youth Ministry](#)



# RESOURCES

## DOWNLOADS FOR PARISHES

Norms for Parish Finance Councils (**PDF**)  
Parish Financial Statements Cover Sheet (**PDF**) (**Word**)  
Parish Budget Cover Sheet (**PDF**) (**Word**)  
Parish Financial Statement Template (**PDF**) (**Excel**)  
Addendum to Annual Financial Statement (**PDF**) (**Word**)  
Parish Operating Budget (**PDF**) (**Excel**)  
Expense Report (**PDF**) (**Excel**)  
Sample - Annual Meeting (**PDF**) (**Word**)  
Record Retention Policy (**PDF**)  
Diocesan Fraud Policy (**PDF**)  
Addendum to Fraud Policy (**PDF**)  
Sample Investment Policy Statement (**PDF**) (**Word**)

## PBA MEETING DOCUMENTS

PBA Meeting 10.26.24 (**PDF**) (**Powerpoint**)

## TRUSTEE DOCUMENTS

New Trustee Session Presentation 10.19.24 (**PDF**)  
Trustee Governance Presentation 10.19.24 (**PDF**)

## ALIENATION OF PARISH PROPERTY

Alienation Checklist (**PDF**) (**Word**)  
Appendices (**PDF**) (**Word**)  
Modification Checklist (**PDF**) (**Word**)  
Permission to Lease and Process Sheet (**PDF**) (**Word**)  
Relegation Checklist (**PDF**) (**Word**)  
Renken Commentary on Leasing (**PDF**)  
Samples (**PDF**) (**Word**)  
State of the Parish Report (**PDF**) (**Word**)



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# Safe Environment



# The Office of Safe Environment

## Our Priorities

Every child, young person, and vulnerable adult has the inherent right to safety and protection from harm. The Diocese of Syracuse upholds this right by actively fostering safe environments and implementing measures to ensure their well-being.

These measures encompass:

- a thorough *Diocesan Child and Youth Protection Policy*;
- a *Diocesan Code of Conduct*;
- criminal background checks;
- training participants to prevent, identify, and report child abuse; and
- educating children and youth about appropriate boundaries and the importance of notifying a parent or safe adult if they feel uncomfortable.

## Training Information

Completion of the initial 2-hour Safe Environment training session and a criminal background check is required within **45 days** of assumption of duties, employment, or volunteering per diocesan policy.

A Safe Environment re-certification training session and an updated background check are required every five years, based on the individual's most recent training date.

**\*\*Coaches and substitute teachers are required to complete the Safe Environment credentialing process *before* the assumption of duties, employment, or volunteering.**

## Who Is It For?

The Safe Environment trainings are required for those 18 years of age and older, including

- all clergy;
- all members of religious orders;
- all diocesan, agency, and parish employees, including those without direct contact with children and youth; and
- all adult volunteers whose ministry or role places them in regular contact with children, young people, or vulnerable adults.

# The Office of Safe Environment

## Grace period is now 45 days *Effective February 15, 2025*

In consultation with the Most Rev. Douglas J. Lucia, the Diocesan Review Board, and the Safe Environment Committee, the Office of Safe Environment has reduced the grace period for completing Safe Environment training from 60 to **45 days**.

This adjustment is a strategic measure to ensure that all individuals in regular contact with children, young people, and vulnerable adults are promptly trained and fully prepared to uphold Safe Environment protocols.

## All Liturgical Ministers must complete training *Effective March 1, 2025*

With direction and support from Most Rev. Douglas J. Lucia, the Diocesan Review Board, the Safe Environment Committee, and the Office of Safe Environment, the Diocese has decided to require all liturgical ministers to complete Safe Environment training and undergo a criminal background check. This decision strengthens the Diocese's ongoing commitment to safeguarding our most vulnerable.

Liturgical ministers play an essential role in nurturing the spiritual life of our parish families and serve as an example of trustworthiness. While they may not regularly have direct contact with children or vulnerable adults, those in these roles are viewed as safe adults by everyone who comes to worship.

## Contact Information

Phone -  
315.470.1421

Email -  
[safeenvironment@syrдио.org](mailto:safeenvironment@syrдио.org)

# **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 (Non-Voting)
  - 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**
  - **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 Trustee Should Attend Finance Council Meetings**
  - **Non-Voting Capacity**
- **Parish Business Manager and Bookkeeper Should Also Attend**
- **Reference Document “Norms for Parish Finance Councils”**



## **Business Administrator Role**

- **Maintains accuracy of all financial files and records**
- **Establishes a responsible cash flow management system**
- **Liaison between the parish and the diocese in financial matters**
- **Maximizes cash management resources**
- **Coordinates parish insurance with the diocese**
- **Attends parish and diocesan meetings as necessary**
- **Establishes preventive maintenance programs for all properties**



## 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 "Sample 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**
- **Discuss These Guidelines With Your Investment Advisors**



# 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
  - Resolution To Alienate Property (Finance Council and Consultants approve)
  - A Second Resolution To Accept A Purchase Offer
- 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



**Open Discussion**

**2/22/2025**

**Comments / Questions / Issues**

**Thank You!**

