

New Trustee Session

September 20, 2025



Agenda

- **Key Contacts**
- **Diocese Website**
- **Trustee Resolutions**
- **Safe Environment**
- **Finance Councils / Investment Policy / Conflict of Interest**
- **Q&A**



Key Contacts

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Office of Safe Environment
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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>

Liturgical Minister Training:

<https://syracusediocese.org/liturgical-minister-training>



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 Consultors 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



Trustee Resolution Process

Trustee Resolution Reminders

- **Do Not Sign Any Contracts Prior To Resolution Approval**
- **Do Not Make Any Down Payments Prior To Resolution Approval**
- **Do Not Begin Any Work Prior To Resolution Approval**
- **Do Not Form Any Legal Entity In Anticipation Of An Approved Resolution**



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

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Finance Councils / Investment Policy / Conflict of Interest



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”**



- **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”**



Open Discussion

10/19/2024

Comments? Questions?

Thank You!

