

POSITION DESCRIPTION: Lay Trustees of Parish Religious Corporations

The Parish Religious Parish Corporation:

A parish is established in accordance with the Code of Canon law. Additionally, each parish is established under the Religious Corporation Laws of the State of New York.

The officers of the parish corporation are the president, the Bishop of Syracuse; the vice president, the Vicar General of the diocese, the secretary/treasurer who serves as the Pastor or Administrator of the parish and its operating officer; and two lay trustees herein described.

Qualifications:

Trustees are to be practicing Roman Catholics who are members of the parish that they serve. Lay trustees may not be parish employees and must be free from any conflict of interest. Ordinarily trustees will have a background in administration, business, or civil law suitable to the stewardship of the Parish Religious Corporation.

Election/term:

Lay Trustees are elected for one-year terms from 1 July to 30 June.

The secretary-treasurer annually nominates lay trustees to the president and vice president.

No lay trustee shall serve more than five consecutive one-year terms.

For an important cause, a lay trustee may be nominated for additional terms only if the nomination is affirmed by the advice and consent of the parish pastoral council. However, no lay trustee may serve more than ten consecutive terms.

Terms of new trustees begin upon certification of election; terms conclude upon the designation of the successor by the Bishop.

Responsibilities:

In accordance with diocesan policies the trustees assist in:

The preparation of the annual parish budget.

The preparation of the annual parish and diocesan financial reports.

The preparation of corporate resolutions which should include their signatures after preparation.

Assuring that the Diocesan Child and Youth Protection Policy is enforced.

Maintaining the records of all parish banking, real property, donations, endowments, finances, insurances, inventories, special collections, tax exemptions.

Other Specific Duties:

Assures that minutes are taken and kept at each gathering of the trustees, and that the minutes are permanently placed in the corporate book of minutes.

*** Serve as ex-officio members of the Parish's Pastoral and Finance Councils**

Participates in trustee training as requested by the President of the Religious Corporation,

Is familiar with "Guided By the Spirit Guidelines for Parish Pastoral Councils" and the diocesan role description for parish finance councils.