

**SACRED HEART – ST. LOUIS PARISH  
FINANCE COUNCIL**

**BYLAWS**

**CLARIFICATION OF TERMS**

**Parish:** Under Canon Law, the Parish is a certain community of the faithful whose pastoral care is entrusted to a pastor appointed by the Archbishop ("Pastor"); and the Parish is a separate juridic person with its own rights and obligations.

**Finance Council as a requirement:** Canon law requires that the Parish have a finance council to assist the Pastor in the administration of parish temporal matters.

**The Purpose of the Finance Council:** to assist the pastor in the financial administration of the parish in keeping with the Canon Law.

**Corporation:** Under civil law, the Parish is separately incorporated as an Oregon religious nonprofit corporation. The governing documents of the Parish Corporation designate the finance council as a standing committee advisory to the Pastor and the chair of the finance council as a director of the corporation *ex-officio*.

**Adoption and Amendment of bylaws:** The Parish has an established Finance Council and has adopted the following constitution for the Finance Council to enable it to operate more effectively. These by-laws will be reviewed annually at the first meeting of the fiscal year. Amendments or modifications may be made to this constitution after a majority vote and an eventual approval of the pastor.

**I. TITLE**

The name of the Parish Finance Council is the **Sacred Heart - St. Louis Parish, Gervais, Oregon Finance Council** ("Finance Council").

**II. RESPONSIBILITIES OF THE FINANCE COUNCIL**

Under Canon Law, the Pastor represents the Parish in all juridic affairs and is responsible for ensuring that the goods of the parish are administered in accordance with Canon Law and civil law. The Finance Council is the principal *consultative* body for the business affairs of the parish. Therefore;

- a) It assists and supports the Pastor in his administrative responsibilities particularly in the area of finance, financial planning, development and maintenance of the parish physical assets.
- b) The Finance Council assists in the preparation of the parish budget and also reviews annual budgets of parish ministries (e.g. Faith formation, school, etc).
- c) The Finance Council reviews the parish's Fiscal Year-End Financial statement and sees to its distribution to parish members and to the Archdiocesan Business Office in accordance with canon 1287.
- d) It develops a three-to-five year long-range financial planning document that is reviewed and revised annually in accordance with Parish pastoral priorities.

- e) It reviews monthly financial statements to ensure the parish's ongoing ability to meet its financial obligations.
- f) Reviews financial controls to ensure compliance with diocesan finance policies and procedures and other sound accounting practices.
- g) Encourages, supports and initiates parish stewardship programs.

Key provisions of Canon law relevant to the role of a parish finance council and the obligations and responsibilities of the Pastor as financial administrator of the parish are canons 532, 537, 1281, 1282, 1283, 1284, 1285, 1286, 1287, and 1288.

### III. FINANCE COUNCIL MEMBERSHIP

*Appointed:* The Council consists of 5 to 8 appointed members of the parish.

*Ex-Officio:* The Pastor and/or Parochial Vicar, bookkeeper, and the school principal are *ex-officio* members of the Finance Council; therefore non-voting members.

*Liaison and Resource persons.* Other parish staff members may be invited to attend all or part of a meeting. A liaison will be appointed to be present at both pastoral and Finance council meetings. These persons do not vote.

### IV. QUALIFICATIONS AND SELECTION OF FINANCE COUNCIL MEMBERS

- a) Members of the Finance Council must be practicing Catholics who are registered parishioners (one or more years) and contributors of time, talent and treasure to the Parish community.
- b) Members should be persons with experience or expertise in business, management, finance, law, communications, education or other experience valuable in assisting the Pastor in administration of the Parish.
- c) If the prospective member fulfills the requirements (a and b above), they may be appointed by the pastor. Appointment to and removal from the Finance Council is at the discretion of the Pastor. Ordinarily, the Pastor appoints members to the Finance Council in August.
- d) The Pastor may also request interested parishioners to submit a Potential Member Information Form or he may seek advice from parish staff and parish leaders. However, the final decision to appoint members to the Finance Council rests with the Pastor.

### V. TERM OF MEMBERSHIP

- a) Each appointed member will serve a term of three years. Two replacement members will be appointed each year and will serve no more than two consecutive terms. In case of need, the Pastor may temporarily extend a member's term, setting his or her term limit.
- b) In the event of a vacancy, the pastor will appoint another member to complete the vacant term.

### VI. OFFICERS

- a) The Finance Council will select annually from among its members a Secretary who will serve a ONE year term. The Pastor will appoint the Chair to serve for the same period.
- b) The Chair of the Finance Council serves *ex-officio* as a director of the Parish religious nonprofit corporation, Sacred Heart – St. Louis Parish, Gervais, Oregon, as set forth in the bylaws of the corporation.
- c) The chair will be responsible for preparing an Agenda in collaboration with the book-keeper and the pastor. The chair or the bookkeeper will chair the meetings. The chair will also facilitate the work of the council.

## VII. MEETINGS

- a) Meetings shall be held on the 3<sup>rd</sup> Tuesday of every month. The December meeting may be replaced with a social gathering of the two councils.
- b) The Pastor must be present at all meetings. If the Pastor is not present at a meeting, those present may discuss matters before the Finance Council, ~~but may not make any decisions or formal recommendations~~ to the Pastor. *and make*
- c) A quorum shall consist of simple majority of all the appointed members.
- d) Ordinarily Finance Council meetings are not open to the parish community. However, the Finance Council may designate certain meetings or provide time on the agenda of meeting(s) for parishioner input.
- e) Minutes of all Finance Council meetings will be taken by the Secretary. Minutes should provide a summary of the discussion on each agenda item and the outcome (i.e., consensus reached, recommendation made or other action taken). The minutes of a meeting should be reviewed and approved before business is conducted at a subsequent meeting. Upon approval, the minutes are archived as part of Parish records.
- f) The Finance Council's agenda and minutes are available to any parishioner for review upon request to the parish office so long as sensitive personnel and sensitive issues are withheld.
- g) All final decisions are the responsibility and prerogative of the Pastor. However, to the extent possible, the Finance Council and the Pastor should strive to arrive at decisions by consensus.

## VIII. ATTENDANCE

Members are expected to attend each meeting of the Finance Council. If a member has more than 3 *unexcused* absences in a year, the member may be asked to resign.

## IX. CONFLICT OF INTEREST

If a member has a conflict of interest in the business being discussed, said member shall inform the council and excuse themselves from the particular meeting or discussion or shall be excused by the council.



#### X. ADOPTION OF THE BYLAWS

These bylaws are a revision of the bylaws adopted on the 12<sup>th</sup> day of May, 1997. They should be reviewed annually.

This new constitution and bylaws are hereby adopted this 17<sup>th</sup> day of March, 2015.

Fr. Christine Stano

Judy Smith

Ron Delamond

Joe Schuller

Ken Bellique

Anne McLean

Connie Schlechter

Lucy Shindler Shanon

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