

The Church of St Francis Xavier Finance Council Charter

Article I: Introduction and Purpose

Canon Law requires each parish to have a Finance Council as a body having an advisory and consultative role to the pastor. Its recommendations are valid only when accepted and ratified by the pastor. To comply, a Finance Council is hereby constituted to plan, analyze, coordinate, review, and advise the pastor of the parish on all matters relating to the financial condition and operation of the Church of St. Francis Xavier. The name of this body shall be "The Finance Council of the Church of Saint Francis Xavier", hereafter referred to in this Charter as "the Finance Council".

This Charter is designed to aid the pastor and Finance Council members in organizing the Finance Council and having it function productively and to assist in the administration of parish temporal matters. Also contained in this Charter is the basic information to assist members in fulfilling their responsibilities. The pastor reserves the right, in consultation with the Finance Council, to temporarily suspend any directive or stipulation of this charter as the mission of the parish warrants.

Article II: Mission Statement

We, the Finance Council of the Church of St. Francis Xavier, seek to provide expertise and consultation through financial analysis, planning, and policy development to aid the pastor in the administration of parish goods, including parish financial resources, facilities, and property.

We work to support the mission of the parish as expressed in the Parish Mission Statement and the particular way that this mission is expressed in the parish's Core Values, pastoral plan and priorities as developed by the Parish Pastoral Council in conjunction with the pastor.

We are mindful that the parish resources which support the life and mission of the parish represent the contributions of parishioners and other sources in the community. We recognize that the parish has an obligation to be accountable, responsible, and transparent to its parishioners and the entire People of God for these resources and their wise, right, and just use.

We endeavor to assist the parish and the pastor in meeting these obligations of accountability, responsibility, and transparency.

We endeavor to bring together men and women of high integrity, with skills and experience in accounting, business, management, finance, planning, administration, law, and other areas of professional expertise, who are willing to carry out the responsibilities of servant leadership in the area of parish finances.

We strive to achieve consensus in making recommendations on major financial matters and to conduct our business in a climate in which members can feel free to speak the truth with openness and charity.

We seek to work with other groups within the parish in a spirit of collaboration recognizing the mutuality of gifts within the community.

We acknowledge the trust placed in us by the pastor and the parish and commit ourselves to remain true to that trust and to always maintain credibility with the parish, the larger church, and society.

We seek to be guided always in our deliberations, discernment, and decision making by the grace of Jesus Christ and the power and wisdom of the Holy Spirit.

Article III: Finance Council Responsibilities

The Finance Council shall have the following responsibilities:

1. Establish annual budgets that reflect the parish pastoral plan and priorities which the Pastoral Council has developed in conjunction with the pastor.
2. Provide consultation to the pastor, the Pastoral Council, and other parish groups on financial feasibility and projected resources to support the development of the parish pastoral plan and priorities.
3. Review the monthly financial statements with the parish accountant including those of the Xavier Mission.
4. Review periodically the performance of the parish accountant and make recommendations to the pastor on the selection of the parish accountant and other personnel, as appropriate.
5. Review all substantive contracts over \$10,000 between the parish and outside parties at the request of the pastor.
6. Review annually the Investment Policy of the parish and monitor periodically the investments of the parish to promote compliance with Archdiocesan financial policies.
7. Make recommendations to the pastor on the selection of any investment managers or other advisors.
8. Provide recommendations on policies and practices that promote the role of the parish as a fair and just employer in accordance with law, the Gospel, and Catholic social teaching.
9. Assist the pastor in his efforts to safeguard the assets of the parish from loss or damages.
10. Review annually with the pastor and accountant the parish's cash handling procedures and financial controls.
11. Assist the pastor in developing a plan for financing necessary maintenance, repairs, renovations, and purchase of equipment.
12. Assist the pastor in developing a plan for systematic repayment of any parish debt.
13. Provide advice and consent in conjunction with the Pastoral Council on all fundraising initiatives, including offertory collections and special fundraising campaigns.
14. Provide assistance in the oversight of all stewardship programs.

15. Promote the timely submission of required financial reports to the Archdiocese.
16. Communicate with the Pastoral Council at least once a year concerning the financial condition of the parish and related financial matters.
17. Aid the pastor in the development of the parish's Annual Report.
18. Report annually to the people of the parish on its financial condition.
19. Undertake additional duties as assigned by the pastor.

Article IV: Finance Council Membership

Representation

Members should be drawn from the parish community and reflect its diversity. The Finance Council should draw upon the skills of parishioners who have experience and/or expertise in business, law, accounting, management, finance, construction, engineering, development, marketing, and communication. The unique talents within the parish community should be sought. Where appropriate, outside advice and counsel can be engaged when specific expertise is needed.

Number of Members and Terms of Office

Membership shall include the pastor and at least three, but not more than eight members of the parish. A quorum shall consist of the majority of members. It may be helpful to increase the membership to share the tasks, to form sub-committees, and to provide the ability to hold a meeting and vote on issues in the absence of a member. The pastor is an ex-officio member of the Finance Council. Members of the Finance Council are appointed by the pastor to serve a three-year term and may be appointed to a second three-year term. No member shall serve for more than two consecutive three-year terms without a one-year break unless extenuating circumstances necessitate otherwise. The terms of Finance Council members shall be staggered to ensure continuity. Ideally, new members are to be interviewed by the pastor and at least one other member of the Finance Council before being appointed.

Preclusion to Membership

No parish staff person, paid or volunteer may serve on the Finance Council. The parish bookkeeper or accountant may not be a member of the Finance Council, but may be invited to attend meetings. Parish administrative staff persons should serve as advisors to help the Finance Council accomplish its work. Excluded from the Finance Council are those who are related to the pastor or have a family or legal relationship to a parish employee engaged in financial administration. No one doing business with the parish may be a member of the Finance Council. The Finance Council shall assess the need for external consultants to aid in the Finance Council's work and advise the pastor to engage them.

Confidentiality

Members should maintain confidentiality on those matters designated as confidential. Materials such as agendas, meeting minutes, and review materials should not be disclosed if designated as confidential.

Article V: Finance Council Leadership

The Finance Council leadership shall model servant leadership, actively listening and inviting differing opinions as a significant part of the Finance Council deliberations. The pastor serves as president of the Finance Council. He presides at the meetings and receives the Finance Council's proposals. The pastor appoints a chairperson to assist him in coordinating the work of the Finance Council, including preparing for meetings and implementing proposals which have been accepted and ratified by the pastor. The Finance Council leadership shall consist of a Chair, Vice Chair and Secretary. With the pastor this shall constitute the Executive Committee. Discernment and judgment of the pastor and Finance Council membership will determine selection and rotation of leadership.

Duties of the Finance Council Chair.

1. Assists the pastor in coordinating the work of the Council.
2. Communicates and corresponds as appropriate with and on behalf of the Finance Council with other parish leadership.

Duties of the Finance Council Vice Chair.

1. Acts in the absence of the Chair.
2. Carries out special assignments from the Chair.

Duties of the Finance Council Secretary.

1. Takes minutes of meetings and maintains complete and accurate records of Finance Council activities.
2. Identifies and distributes materials to Finance Council members prior to meetings.
3. Places appropriate notices in various parish media to keep the parish apprised of Finance Council activities.

Duties of the Executive Committee.

1. Schedule and plan meetings.
2. Publishes an agenda in advance for each meeting.
3. Prepares background materials as needed for Finance Council meetings.
4. Appropriately facilitates meetings.
5. Coordinates reports and action items with the parish accountant or bookkeeper.

Article VI: Frequency of Finance Council Meetings

Finance Council meetings are convened by the pastor and the Chair and generally meet on a monthly basis. An annual schedule of meetings is prepared by the Executive Committee and is usually scheduled on the same day and week of each month. Additional meetings shall be convened at the request of the pastor or the Finance Council Chair. Members are expected to commit to attending all the meetings or to notify the Chair when they cannot attend. Each meeting should include a review of a current financial report in relation to the budget.

Finance Council meetings are not open to the parish community. Reports to the parish on material matters will be shared once decisions are finalized. Communication with the parish may also occur at the onset of studying an issue to solicit needs and concerns, gifts and resources of the parish community.

Article VII: Sub-Committees

Sub-committees are responsible to the pastor and the Finance Council as a whole and may be formed on an as needed basis at the discretion of the Finance Council. Ad hoc sub-committees also may be formed to conduct Finance Council special business as appropriate. Sub-committee or other ad hoc Finance Council meetings will be called at the discretion of the Chairperson of the Finance Council or the sub-committee depending on need. Only members of the sub-committee need attend sub-committee meetings. Other members of the Finance Council are always welcome to attend. The Finance Council will determine when establishing a sub-committee whether to extend membership to non-Finance Council members.

Article VIII: Record Retention


The Finance Council should prepare written meeting agendas and minutes and retain these records and other supporting materials as appropriate with the assistance of the pastor and the parish staff for future reference by either internal or external parties.

Article IX: Amendments

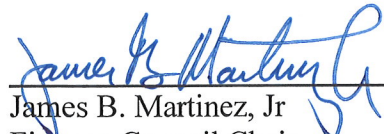
Amendments to this charter shall be proposed in advance in writing and may be enacted by a majority vote of the members present at any Finance Council meeting at which there is a quorum. Amendments become effective only upon approval by the pastor.

ADOPTION:

Approved at the Parish Finance Council meeting on July 16, 2013 as attested by the signatures below.



Rev. Joseph G. Marina, SJ
Pastor



James B. Martinez, Jr
Finance Council Chair