

St. John Eudes Parish Finance Council Outline of Committee Purposes & Responsibilities

(Rev. 04/12)

EXECUTIVE COMMITTEE (Pastor & Finance Council Officers)

Purpose:

- To provide overall Finance Council leadership and coordination of Council functions and responsibilities;
- To act as liaison with the parish administration and Council.

Responsibilities:

- To form the Council meeting agenda;
- To monitor the Council calendar;
- To make operational decisions;
- To support the chairperson/pastor;
- To be leaders of the Council;
- To provide for Council member orientation and training;
- To ensure that all standing and ad hoc committees have written committee charges.

POLICY & PLANNING COMMITTEE

Purpose:

- To assist the Council in the formulation of parish financial policies and guidelines;
- To formulate Council policies and guidelines;
- To develop and recommend the rules necessary for the operation of the Council;
- To develop and recommend necessary changes to the Finance Council Constitution and Bylaws;
- To assist in the development of a long-term strategic financial plan for the parish.

Responsibilities:

- To monitor the progress of Council policies and guidelines as they apply to parish operations and organizations;
- To report to the Council, at least quarterly, on the effectiveness of Council policies and guidelines;
- To research and draft policy language to submit to the Council;
- To conduct consultation on proposed policy, as appropriate;
- To call for the evaluation of newly promulgated policy;
- To monitor the effectiveness and progress of the long-term strategic financial plan.

FACILITIES COMMITTEE

Purpose:

- To develop and monitor long and short-term facility changes or additions, maintenance, capital improvements, security, space utilization and emergency management plans for the parish.

Responsibilities:

- To design and monitor a long-term maintenance plan for the parish;
- To design and monitor a long-term capital improvement plan for the parish;
- To design and monitor, with the parish administration, security and emergency management plans;
- To outline and recommend to the Council, procedures for use of the parish facilities;
- To assess future facility needs in light of parish goals;
- To periodically review space utilization plan in light of the parish's strategic plan;
- To review and advise on all changes to parish facilities.

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BUDGET & AUDIT COMMITTEE

Purpose:

- To monitor the current year budget and to develop and propose to the Council recommendations regarding the budget for the next fiscal year;
- To prepare, update and monitor long-range financial plans for the parish;
- To oversee, from a policy and planning perspective, business operations of the parish;
- To audit the financial accounts of the parish or any parish related organization.

Responsibilities:

- To monitor and report to the Council on the status of the current fiscal year budget (monthly, quarterly and annual report) (actual versus projected);
- To assist in formulating a proposed budget for the upcoming fiscal year (based on recommendations from all Council members);
- To recommend to the Council (and its Policy & Planning Committee) financial policy that ensures sound and consistent financial management and just salaries and fair fees;
- To oversee the parish investment funds and accounts, including policies for growth, management and distribution of proceeds;
- To formulate with the parish administration (and the Policy & Planning Committee) policy concerning the business affairs and activities of the parish, including such areas of concern as outside contractors, purchasing, insurance, rental agreements, and contracts;
- To work with the parish administration to ensure publication of a comprehensive annual report.

NOMINATION COMMITTEE

Purpose:

- To create a process for recruiting new Council members and to design and implement a process for the selection of Council officers;
- To ensure the strength of the Council and the implementation of its responsibilities by providing appropriate orientations, in-service training and evaluations.

Responsibilities:

- To determine annually the membership needs of the Council;
- To actively recruit potential nominees;
- To work with the parish administration and Council leadership in preparing and conducting informational meetings for Council nominees;
- To work with the parish administration and Council leadership in conducting pre-service orientation training;
- To work with the parish administration and Council leadership in carrying out periodic in-service training for Council members;
- To present to the Council at its September meeting a list of candidates for Council membership;
- To present to the Council at its September meeting a list of candidates for Council officers.

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DEVELOPMENT COMMITTEE

Purpose:

- To assist the Council in carrying out its planning and policy responsibilities with regard to public relations, communications and development/institutional advancement;
- To assist the parish administration in the implementation of development/institutional advancement programs and efforts;
- To coordinate parish fundraising events and functions.

Responsibilities:

- To advise and assist the parish administration in the design and preparation of a comprehensive development/institutional advancement plan;
- To serve in a leadership role with the parish administration and the Council in the implementation of annual fund drives;
- To assist the parish administration and the Council in the implementation and coordination of parish fundraising events and activities;
- To participate in, and provide leadership for, programs of annual and planned giving and periodic capital campaigns;
- To participate in the identification and solicitation of major donor prospects;
- To report periodically to the Council on development/institutional advancement activities;
- To recommend to the Council (and its Policy & Planning Committee) policies in the area of development/institutional advancement.

COMMUNICATION COMMITTEE

Purpose:

- To assist the pastor in developing a communication plan to promote the image of the parish;
- To assist the pastor in implementing the parish's communication plan.

Responsibilities:

- To assist the pastor with design, layout, copy, and graphics of parish communications materials including: Brochures, Newsletters, Annual Reports, Stationary and other Identity Media, and other pieces as deemed appropriate by the Council;
- To advise and assist the parish administration in the design and preparation of all public relations materials;
- To serve in a leadership role with the parish administration and the Council in the implementation of a comprehensive communications program;
- To assist the pastor with periodic press releases to local media outlets;
- To assist the pastor with content, design, structure, updating, and publishing the parish's website;.
- To work with the Council on communication related projects as they pertain to the parish's strategic plan;
- To assure proper communication of parish and Council financial reports;
- To periodically report to the Council on communication activities.