

**CONSTITUTION
OF THE
ST. JOHN EUDES PARISH
FINANCE COUNCIL**

ARTICLE I – NAME

The name of the body will be the St. John Eudes Parish Finance Council, hereinafter referred to as the “Finance Council” or “Council”.

**ARTICLE II – AUTHORITY,
THEOLOGICAL & CANONICAL CONTEXT**

- A. Basis in Canon Law – The Finance Council is authorized by Canon 537 of the 1983 Code of Canon Law which states: “Each parish is to have a Finance Council which is regulated by universal law as well as by norm issued by the diocesan bishops; in this council the Christian faithful, selected according to the same norms, aid the pastor in the administration of parish goods with due regard for the prescription of Canon 532.” Canon 532 states: “The pastor represents the parish in all juridical affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of Canons 1281-1288.”
- B. Relationship to the Parish – The parish is a community of believers sharing in the mission and ministry of Jesus Christ. The 1983 revised Code of Canon Law emphasizes two principles for guiding a parish: (a) the authority entrusted to the hierarchy, and (b) the call for shared responsibility. Canon 519 states: “The pastor . . . exercises pastoral care over the community entrusted to him under the authority of the diocesan bishop, in whose ministry of Christ he has been called to share. In accord with the norm of law, he therefore carries out for his community the duties of teaching, sanctifying and governing with the cooperation of other priests or deacons and the assistance of lay members of the Christian faithful.” Canon 204 states: “The Christian faithful are those who, inasmuch as they have been incorporated in Christ through baptism, have been constituted as the people of God . . . and have become sharers in Christ’s priestly, prophetic, and royal office . . .” The documents of Vatican II emphasize further: “According to their particular gifts, their state of life, and their office in the Church, Christ’s faithful worship God in Spirit and truth, proclaim the gospel and care for the needs of their brothers in charity. Within this context, the laity is called to assist the pastor in the pastoral care of God’s people and in the administration of the temporal goods of the Church.” (*Decree on the Apostolate of the Laity*). These principles, then, call for both clergy and laity to work with the church community so that the mission of Jesus Christ will continue in the world today.
- C. Consultative Role – A theological implication of shared responsibility is that the laity shares with the pastor responsibility for guiding the mission of which God calls the Church. In order for the Church to have the fullness of vision, the laity should be involved in decision making through the process of consultation. Consultation – in the context of Church – establishes a structure whereby the Church, clergy and lay, attempt to listen to the Spirit who is leading the Church and speaking to it through gifts and experience, as well as through office and ordination.

- D. Spiritual Growth – The advice provided by the Finance Council to the pastor and parish staff is intended to assist the pastor in his responsibility for the parish. The Finance Council will serve the spiritual growth of the parish community and its work will be guided by the overall mission of the parish community. Members of the Finance Council should foster their individual spiritual growth to develop a deeper understanding of the Church.

ARTICLE III – MEMBERSHIP

- A. Membership – In accordance with archdiocesan policy, the pastor will appoint a minimum of five members, but not more than ten members to the Finance Council, taking into consideration the following archdiocesan guidelines regarding qualifications for membership:
1. Pastor as administrative head of the parish will be an ex officio / non-voting member.
 2. Parish Business Manager will be an ex officio / non-voting member.
 3. Parish Accountant(s) will be an ex officio / non-voting member.
 4. Parishioners-at-large who are skilled in planning, budgeting, maintenance, etc. in order to serve according to the mission of the parish.
 5. Where possible, parishioners who are professionals knowledgeable about financial management, accounting, general management or administration, banking, investment counseling, insurance, public relations, etc., and who are committed to the work of the Church.
- B. Nominations – Nominations for new members of the Finance Council will be made according to the Bylaws of the Council.
- C. Exclusions – Employees of the parish and the parish school, and members of their immediate family, other than those who serve in ex officio positions, may not sit on the Finance Council.
- D. Appointment and Terms – Except as otherwise provided herein, each Finance Council member, other than a Council member who serves ex officio, will be appointed by the pastor for a three-year term commencing with the first annual meeting of the Council as specified in the Bylaws. Such members may be reappointed for an additional three year term and, after a hiatus of one year, may be appointed to the Council again. Each ex officio Council member will serve only during the time he or she serves in the designated position as noted in paragraph A. The term of each Council member will automatically expire upon the end of the tenure of the pastor who appointed them unless his successor agrees to their continued membership on the Council.
- E. Staggered Terms – In order to provide for staggered terms, the initial Finance Council members will be divided into three groups of as nearly equal size as possible with the term for one group of Council members expiring each year during a three-year period. Council members may be reappointed as provided in paragraph D provided, however, that no Council member will serve more than two terms consecutively regardless of whether any such term will be less than three years.
- F. Resignation and Removal of Council Members – Any Council member may resign at any time by giving written notice to the chairperson. Such resignation will take effect at the time specified therein. A Council member may be removed by the pastor if he determines, at his sole discretion, that removal is in the best interest of the parish.

- G. Vacancy – Any vacancy on the Council may be filled by the pastor upon recommendation of the Council for the unexpired portion of the term in the same manner as provided for in the original appointment.
- H. Attendance – Any Council member who is absent from three successive regular Council meetings or a total of three Council meetings in a year will be deemed to have resigned as a Council member unless reinstated with written approval of the pastor.
- I. Voting Quorum – A voting quorum of the Finance Council at any meeting will consist of two-thirds of the membership.
- J. Conflicts of Interest – Any Finance Council member having an interest in a contract or other transaction coming before the Finance Council or a committee of the Finance Council will give prompt, full and frank disclosure of said interest to the Council chairperson prior to the Council acting on such contract or transaction. Upon such disclosure, the Finance Council member’s interest will be presented to the full Council. The Council will determine, without participation by the member in question, at such time as disclosure is made to the Council, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the Council determines that such a conflict does exist, the member in question will be required to submit his/her resignation. For purposes of this section, a person will be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the parish, or is a director, partner, officer, or immediate family member of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school or parish.
- K. Indemnification – Each member will be provided defense and be indemnified against all expenses actually or necessarily incurred in connection with the defense of any action, suit or proceeding to which he or she has been made a party by reason of being or having been a Council member, except in relation to matters in which the Council member will be adjudicated in an action, suit or other legal proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE IV – ORGANIZATION

One member of the Finance Council, appointed by the pastor or chosen by the members, will serve as chairperson. The length of the term, as well as the establishment of other officers, organizational structure, and operational policies will be provided in the Bylaws.

ARTICLE V – PURPOSE

The Finance Council of the parish is the consultative group which advises the pastor in carrying out the common burden of the material administration of the parish. It has the obligation to review the planning and supervising of the financial affairs and of the physical properties of the parish. The Finance Council is concerned with parish resources, the budget, church support, and the effective utilization and maintenance of the parish plant. The advice provided by the Finance Council to the pastor and parish staff is intended to assist the pastor in his responsibility for the parish. The Finance Council serves the spiritual growth of the parish community and its work must be guided by the overall mission of the parish community. In conducting the business of the Finance Council, its members must exercise prudent judgment concerning the confidentiality of financial reports to

which they have access and should not discuss confidential matters or Council deliberations with other parishioners until an agreement has been reached. Council members will have no access to the records of individual parishioners as regards to financial contributions or any other confidential information.

ARTICLE VI – FUNCTIONS

The major functions of the Finance Council are listed as follows:

- a) To help in the preparation of the annual parish budget.
- b) To review periodically the income and expenditures of the parish to determine that the budget is operative.
- c) To review all parish building programs and renovations.
- d) To provide parishioners with periodic and annual reports of the financial state of the parish.
- e) To ensure all parish properties remain in proper repair.
- f) To recommend the purchase or transfer of property in accordance with archdiocesan policy.
- g) To encourage conducting of any archdiocesan annual appeal and special collections.
- h) To assist in establishing effective means of raising the funds needed to attain the goals of the parish in carrying out the mission of the Church,
- i) To review all fundraising or other income-producing proposals, including parish run or supported business operations to ensure that these are consistent with the parish and archdiocesan mission and policies and to ensure that all appropriate archdiocesan approvals are obtained.
- j) To assist the parish in conforming to the archdiocesan parish accounting systems and the various policies involving investment, insurance, and related items.
- k) To ensure that archdiocesan regulations which allow only the pastor or his designate(s) to sign parish checks, as specified in the Archdiocesan Parish Manual, are observed.
- l) To conduct or arrange for periodic audits of parish financial and accounting procedures and to assist with parish operational audits.
- m) To review all banking and financial institution relationships and make recommendations for improvements if needed.
- n) To advise the pastor in developing a program for the care and maintenance of parish and school facilities, including assisting the pastor in developing a long range program for funding and implementing a long-term capital improvement campaign.
- o) To ensure parish financial management policies and parish accounting procedures are in accord with those in the Archdiocesan Parish Manual.

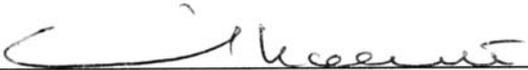
ARTICLE VII – REVISION

- A. The Constitution may be revised by a three-fourths vote of the voting quorum at the next scheduled meeting following discussion of the issues at a special or scheduled meeting provided that at least fourteen days have elapsed between any special meeting and the next scheduled meeting.
- B. The Bylaws may be revised by a two-thirds vote of the voting quorum at the next scheduled meeting following discussion of the issues at a special or scheduled meeting provided that at least fourteen days have elapsed between any special meeting and the next scheduled meeting.
- C. The Constitution and Bylaws will be automatically revised if any provision is found to be inconsistent with existing Canon Laws or Archdiocesan Policies or with future Canon Laws or Archdiocesan Policies. The automatic revision(s) will be made by direction of the chairperson at the first meeting following formal notification by the pastor of the inconsistency with Canon Laws or Archdiocesan Policies.

CERTIFICATION OF ADOPTION AND APPROVAL

This is to certify that the foregoing Constitution of the St. John Eudes Parish Finance Council was duly adopted and approved by the pastor and the St. John Eudes Parish Finance Council at a regular meeting of the Finance Council.

Date: September 10, 2012


Fr. Gérard Lecomte, CJM, Pastor


Ernest R. Star, Chairperson

**BYLAWS
OF THE
ST. JOHN EUDES PARISH
FINANCE COUNCIL**

ARTICLE I – ORGANIZATION

- A. The Finance Council will determine its organizational structure and make revisions as needed. All appropriate parish staff and organizations will be informed of the organizational structure.
- B. The Finance Council may appoint members to serve as leaders in assigned areas or as liaisons to assigned parish organizations according to the expertise and interests of the members and the needs of the parish or Finance Council. Special assignments may be made as needed by the chairperson.
- C. The Finance Council may establish standing committees as needed to fulfill the functions of the Finance Council.
- D. The Finance Council may establish Special Committees as needed to meet special or non-recurring needs or assignments. Special Committees will be given a specific term and assignment, but the term may be extended by the Finance Council, if needed, to fulfill the assignment. Both the chairperson and members of Special Committees may be non-Finance Council members.
- E. The Finance Council may utilize both voluntary and paid consultants to accomplish any of its assigned functions or tasks. The use of paid consultants must be approved by the pastor.
- F. Meetings of the Finance Council will be held as follows:
 - 1. Annual & Regular Meetings – The first annual meeting will be held in November of each year. Regular meetings will be held at least bi-monthly (i.e. at least six (6) times per year), but may also be held on a more frequent basis as agreed upon and scheduled by the Council.
 - 2. Special Meetings – Special meetings may be called by the pastor, the chairperson, or by written request of one third (1/3) of the Finance Council members. Written notice must be provided at least five (5) days prior to special meetings.
 - 3. Meeting Protocol – All regular meetings of the Finance Council will be closed meetings without the presence of anyone who is not a member of the Council. The Council may permit non-members to attend a meeting or address the Council upon majority vote and with the permission of the pastor. A voting quorum of Council members must be present to hold a meeting of the Council.
 - 4. Parliamentary Rules – Where necessary, parliamentary rules will be employed using Robert’s Rules of Order (latest copyright date) as a guide. The chairperson will appoint a parliamentarian when appropriate.

ARTICLE II – OFFICERS / TERMS OF OFFICE

- A. The Finance Council will have a chairperson, vice chairperson, secretary, and other officers, as determined necessary for its proper functioning.
- B. The chairperson and other officers will be elected by a majority of the voting quorum for a one year term and may serve one subsequent term if elected by a majority vote of the voting quorum.
- C. The chairperson or other officers may be removed from office following due process by the pastor or by a three-fourths vote of the voting quorum. Due process will be provided by providing written notice of proposed removal at least 21 days prior to a scheduled meeting of the Finance Council with the opportunity for providing both written and oral responses at the scheduled meeting
- D. If an office of the Council becomes vacant, the Council will fill the vacancy for the remaining term of the office by a majority vote of the voting quorum.
- E. The duties of the officers will be:
 - 1. Chairperson – The chairperson will preside at all regular and special meetings of the Finance Council. The chairperson, with Council approval, will have authority to assign additional duties and responsibilities to individual Finance Council members, including committee assignments. The chairperson of the Council will be a practicing Catholic. The pastor may authorize the chairperson to be an authorized signatory for the parish checking account and be authorized to sign checks up to \$3,000.00.
 - 2. Vice Chairperson – In the absence of the chairperson, the vice chairperson will perform all duties of the chairperson.
 - 3. Secretary – The secretary will be responsible for keeping accurate minutes which must be signed by the secretary; for keeping a record of the appointment of all committees of the Finance Council; and for all correspondence. Any of the duties of the secretary may be performed by an assistant secretary who will be responsible to and report to the secretary. The secretary will also be responsible for keeping a permanent record of terms, attendance, and committee assignments and all reports and documents relating to Finance Council activities. The secretary will ensure that the permanent record of terms, attendance, committee assignments, all reports, and documents relating to Finance Council activities, including policies, minutes, and agendas, will be maintained in the office of the parish.

ARTICLE III – NOMINATING COMMITTEE / SELECTION OF OFFICERS

- A. A Nominating Committee will be appointed by the chairperson by the scheduled July meeting for both new Finance Council members to be recommended to the pastor and for officers of the Finance Council.
- B. Nominations will be solicited and reviewed and recommendations made by the scheduled September meeting at which time the Finance Council will vote for officers by secret ballot. Recommended new members will be forwarded to the pastor for approval and the term for new officers elected and approved will begin with the scheduled meeting in November.

ARTICLE IV – VOTING

All decisions of the Finance Council will be decided by a majority vote of the voting quorum unless a different voting rule is specially required by an Article.

ARTICLE V – DUTIES AND TASKS AND OPERATIONAL POLICIES AND PROCEDURES

- A. The Finance Council will determine the duties and tasks and operational policies and procedures needed to fulfill its purpose and functions as listed in the Constitution.
- B. In establishing its operational policies and procedures, the Finance Council will consult in accordance with established parish guidelines with all appropriate parish staff and organizations.
- C. The Finance Council will establish appropriate communication vehicles to communicate its policies and procedures to all appropriate parish staff and organizations as directed by the pastor.

ARTICLE VI – REVISION OF THE BYLAWS

The Bylaws will be revised as provided in the Constitution.

CERTIFICATION OF ADOPTION AND APPROVAL

This is to certify that the foregoing Bylaws of the St. John Eudes Parish Finance Council were duly adopted and approved by the pastor and the St. John Eudes Parish Finance Council at a regular meeting of the Finance Council.

Date: September 10, 2012



Fr. Gérard Lecomte, CJM, Pastor



Ernest R. Star, Chairperson

**POLICIES
OF THE
ST. JOHN EUDES PARISH
FINANCE COUNCIL**

PART 1 – PARISH MINISTRY & ORGANIZATION FUNDS AND ACCOUNTS

(Adopted October 14, 2013)

- A. As authorized by Canon Law, the financial records and operations of each ministry or organization of St. John Eudes Parish, which has been established by the parish and/or operates under the parish tax exemption, will be subject to review and audit by the Parish Finance Council. Based on this requirement, each ministry or organization will provide the following to the Parish Finance Council on a yearly basis:
1. A written narrative of the ministry's or organization's purpose, function, past year activities, expected activities for the coming year, and any planned or completed budgeting information.
 2. A list of the current leader(s) or officers of the ministry or organization, including their names, positions/titles, addresses, and contact information (including email).
 3. A list of the ministry's leader(s) or organization's officers who were responsible for the ministry or organization during the financial period being reported (if not the same as current leaders or officers).
 4. The name of the person responsible for financial matters relating to the ministry or organization.
 5. A list of financial accounts maintained by the ministry or organization, including the name of any bank at which the accounts are maintained, the account numbers, the current balance of each account, the signatory requirements for each account, the names of the current signers, the name of the person responsible for reconciling the accounts and the date of last reconciliation.
 6. A financial statement of the accounting period of the ministry or organization, including a profit and loss statement.
 7. 12 months of bank statements for the last completed accounting period for each account.
 8. A copy of the checkbook and/or general ledger of the ministry or organization.
 9. A written statement of any outstanding debts.
 10. A list of assets held/controlled by the ministry or organization including cash on hand, equipment, gift cards, supplies, security deposits, etc.
 11. A list of any current contractual obligations of the ministry or organization and a copy of the contract(s) and any related documentation.
 12. A list of any planned future events and the obligations that will be incurred (such as for DJ's, caterers, halls, etc.).

13. A list of any losses experienced by the ministry or organization during the accounting period such as lost checks, lost cash, lost assets, checks returned unpaid, etc.
- B. The Finance Council will appoint a representative to review and audit the records of the ministry or organization. Upon completion of the review and audit, the Finance Council representative will issue a report to the Finance Council regarding the findings of the review and audit, and recommend acceptance of the ministry's or organization's records or further action.
 - C. Parish ministries and organizations will submit the information required per (A) in the format or in a form as developed by the Finance Council, with the consent of the pastor. Such submission will be made within 30 days of the request of the Finance Council or within 30 days after the completion of the accounting period.
 - D. Any account established by a parish ministry or organization must be authorized by the pastor, who must also be a signer on the account. Only banks or other financial institutions designated by the pastor may be used to establish such an account. The address of record of any account must be that of the Parish Office and all statements and correspondence from any bank or financial institution must be addressed to the Parish Office.
 - E. All funds held by any parish ministry or organization must be used solely for the benefit of the parish and may not be used to support any non-parish organization or activity, or for any other purpose, unless specifically authorized by the pastor.
 - F. The pastor may exempt any parish ministry or organization from the requirements of these procedures, or require interim reports from any parish ministry or organization.