

Holy Trinity Roman Catholic Church Finance Council

MISSION

We are directed in our ministry, first and foremost, by Gospel values of Christian Stewardship in fulfilling our responsibility. Appropriate, efficient and effective use and management of Parish resources must contribute to the Parish's Mission and Ministry. Good business practices are a part of the skill-set we bring to our ministry. Our fundamental responsibility as good stewards and central to that responsibility is to inspire our community to give back to God the first fruits of God's abundant blessings to us.

PURPOSE

In all juridical matters, the Pastor alone acts in the person of Holy Trinity Parish in accordance with the Church and Civil Law. The Pastor is to ensure that the Parish temporal goods for the spiritual welfare of the parish are administered in accordance with the norms of Canon Law and is to consult with the Parish Finance Council in doing so as the law requires.

As directed by Canon Law, at Holy Trinity Parish there is to be a Parish Finance Council to help the Pastor in the administration of the temporal goods for the spiritual welfare of the parish, without prejudice to the above described jurisdiction belonging solely to the Pastor alone. The Parish Finance Council is governed by universal Ecclesiastical Law, by Diocesan Statutes, and by the norms promulgated by the Diocesan Bishop. As such, the role of the Parish Finance Council is advisory and consultative. By nature the Parish Finance Council does not possess decision-making authority unless such an action is requested of it by the Pastor. In addition, the Parish Finance Council does not possess the power of veto.

STRUCTURE, OFFICERS, MEETINGS

The Parish Finance Council is to be comprised of practicing Catholics who are members of Holy Trinity Parish. Parish Finance Council members are to be appointed by the Pastor in a manner that will afford the Pastor the best possible access to counsel and advice from parishioners who possess demonstrable expertise in financial matters. The Pastor should also see to it that the membership of the Parish Finance Council adequately reflects the diversity of the Parish population.

Mindful that the role of the Parish Finance Council is consultative and not deliberative, when a decision is requested of the Council by the Pastor, the Council shall seek to reach its decision through discussion and consensus among all Council members. If consensus cannot be obtained and the Pastor is

required to call for a vote in order to obtain the counsel the Pastor seeks, Council members with the status of an observer shall refrain from voting.

The Parish Finance Council will be comprised as follows:

- The Pastor and any Associate Pastor(s) or Deacon(s) assigned to the Parish shall be ex-officio members as determined by the Pastor at the time.
- The parish bookkeeper for the duration of his/her employment, the current Parish Management Coordinator for the duration of his/her employment, and the current Advancement Director of the Parish for the duration of his/her employment.
- Seven Finance Council members will be appointed by the Pastor to serve five-year terms, not to exceed two terms in succession. The Pastor for just cause may grant an exception to terms.

The Parish Finance Council is to meet at least quarterly and members are to elect among themselves a Chairperson, a Vice-Chairperson, and a Recording Secretary annually at the first meeting of the new Fiscal Year. Council officers may be reelected, but should not serve more than two successive terms. The vice-chairperson should have at least two years remaining in his/her term of membership to allow continuity in the event the chairperson is unable to continue in office or completes his/her normal term at the end of the current year.

Should a conflict of interest exist or develop, the conflict should immediately be disclosed to the Pastor. The Pastor will then decide whether or not the conflict is of such significance as to request the individual's resignation. Persons with conflicts of interest must excuse themselves from any discussion/commitment involving the matter causing the conflict.

DUTIES AND RESPONSIBILITIES

Upon canonical Installation as Pastor of the Parish as well as upon relinquishing the office of Pastor, the Pastor is responsible to compile a detailed inventory of Parish temporal and fiscal assets. Should it be necessary, the Pastor is to elicit the assistance of the Parish Finance Council in this matter.

- The Parish Finance Council is to assist the Pastor in the coordination and preparation of all Parish budgets.
- The Pastor is responsible for the oversight of all Parish organizations/fund-raising groups, which possess bank accounts. The Pastor is to regularly review their financial statements and to receive from them a monthly report of their financial activity. Should it be necessary, the Pastor is to elicit the assistance of the Parish Finance Council in this matter.
- The Pastor is responsible for the oversight of Holy Trinity Catholic School. Holy Trinity Catholic School is a joint partnership of Holy Trinity and St.

Stephen Parishes. The Parish Finance Council will work in collaboration and unity with the St. Stephen Parish Finance Council to assist the Pastor in the review of financial statements, budgets and other financial activities as requested by the Pastor.

- The Parish Finance Council is to assist the Pastor in reviewing monthly Parish income and expense statements and annual reports and is to support the Pastor in assuring that diocesan policies regarding fiscal and accounting procedures are being followed.
- The Pastor is responsible for communicating an annual financial report to all parishioners concerning the financial status of the Parish. The Finance Council is to assist the Pastor in the preparation of this report and to advise the Pastor as to the manner of its communication or publication as well as to the advisability of more frequent parish-wide financial reporting.
- The Finance Council is to assist the Pastor in monitoring parish contribution trends and in eliciting contributions sufficient for the ongoing well-being of the Parish.
- The Finance Council is to advise the Pastor in formulating and implementing plans for the long-term financial stability of the Parish and in monitoring the ongoing viability of parish services and ministries.
- The Pastor is responsible for overseeing the ongoing care and maintenance of all Parish facilities. The Finance Council is to assist the Pastor in the financial component of this endeavor.
- The Pastor is to seek the advice of the Finance Council with regard to major expenditures before making a purchase, lease agreement or entering into a contract.
- The Pastor is responsible for developing and maintaining personal employment profiles for parish personnel not employed under an educator's contract. The Pastor is likewise responsible for the employment of educators. Should it be necessary, the Pastor may elicit the assistance of the Parish Finance Council in this matter.

SUB-COMMITTEES

The Chairperson, with the consent of the Pastor, may establish such sub-committees or task forces as are necessary to carry out tasks, which have been entrusted to the Parish Finance Council by the Pastor.

CONFIDENTIALITY

Members of the Parish Finance Council must observe strict confidentiality concerning matters discussed at Council meetings and information otherwise provided to them in confidence. Council members may not have access to the personalized records of individual parishioners, pertaining either to their financial contributions or other confidential information. Each Council member is to be provided a copy of the Parish Code of Conduct and Confidentiality Agreement and acknowledge receipt and acceptance of that agreement.

CODE OF CONDUCT AND CONFIDENTIALITY for the Holy Trinity Parish Finance Council

It shall be the obligation of the Finance Council and its sub-committees to accept and maintain the following norms of conduct:

1. While serving and thereafter, members shall keep confidential all matters of record or reference, whether or not communicated or discussed in meetings or among those serving, until such time as such matters are officially publicized. Trust, sensitivity, and candor shall be observed.
2. Members shall always speak and act, inside and outside of the Finance Council or its sub-committee meetings, in a manner supportive of the Parish mission. While constructive critique and healthy reflection are respected, comments of derision or embarrassment to the Parish shall be avoided.
3. Members shall avoid any conflict of interest, or the appearance of a conflict of interest with the Parish. Any business or transaction with the Parish, in excess of \$15,000, in which a Council Member may have a beneficial interest, whether between a Member or a Member's business (defined as ownership of over 5% of the entity by a Member or a Member's family, to the fourth degree of consanguinity or affinity) and known to the Member prior to entering said business transaction shall be disclosed to the Pastor.
4. Any business engagement resultant from prior competitive bidding, or qualifying Requests for Proposal, secured by the best acceptable bid with at least two other competitive entities bidding shall not require prior disclosure. Any such transaction or series of transactions accumulating in excess of \$15,000 in any one year shall be reported by the Member to the Pastor and the Finance Council prior to March 1 of the following calendar year. The monetary limitation shall be established periodically by the Finance Council.

IN WITNESS THEREOF, on this first day of September 2014, the Reverend Ray Schultz, Canonical Pastor of Holy Trinity Parish, has promulgated the foregoing Code of Conduct and Confidentiality, which shall be adopted and subscribed to by the members of the Holy Trinity Parish Finance Council and its sub-committees.

We are committed to serving the Parish family through sound recommendations for and in support of financial activities and programs, which foster the spiritual, intellectual, moral and temporal well-being of Holy Trinity Parish.

Membership

Fr. Raymond C. Schultz (Pastor), Ken Keeney (Trustee), David Kniepkamp (Trustee), Barbara Cempura, Bob Dettling, Ron Padgett, Craig Simoneaux , Patrick Moss, Yvonne Chester (ex-officio, Bookkeeper), Dave Garris (ex-officio, Advancement Director), Bob Wojcik (ex-officio, Parish Management Coordinator).