



Parish Finance Council  
**Parish Finance Council (PFC) Chairperson  
Position Description**

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**Reports To:**

Pastor.

**Ministry Purpose / Objective:**

The Parish Finance Council is envisioned as a body of parishioners known for their spiritual maturity and love of Christ and endowed with either special competence in financial matters and/or prudent judgment. They offer their time and talent as a Christian service to assist the Pastor in the development and management of the parish financial resources so that the parish may effectively pursue the spreading of Christ's Gospel and love.

**General Responsibilities of All Council Chairs:**

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with ministry guidelines and General Parish Procedures, especially facility usage.
- Ensures minutes are taken at all Council meetings, that they are approved and made available to all Council members within two weeks of the meeting.
- Ensures the maintenance of updated participant records including phone numbers and email addresses.
- Maintains accurate records to provide Council specific input for (see templates):
  - Quarterly Stewardship Bulletin Report.
  - Annual Stewardship Report.
  - Parish Annual budget.
  - Council Goals and Objectives.
  - Council successes.
- Sends written thank you to Council members at the end of their term.
- Keeps the Pastor advised of needs, issues, and positive experiences so they can be incorporated into the planning process.
- Presents Council in a positive light at all times.

**Responsibilities of Parish Finance Council Chairperson:**

- Coordinate meeting schedule with Business Manager and Pastor.
- Prepare meeting agendas and schedule with Council members.
- Become familiar with the "Guidelines for Parish Finance Councils."
- Study prepared financial materials as presented by the Business Manager.
- Have a basic understanding of the workings of the parish financial systems.
- Have a basic understanding of parish internal control practices.
- Question financial reports to obtain a full understanding of parish position.

- Ensure that the parish operates within its financial resources.
- Provides input to Pastor on financial matters.
- Provide input to the Business Manager with special financial related projects and annual briefing.
- Communicate effectively with parishioners when questioned about finances.
- The Chairperson of the PFC is an ex officio member of the Parish Pastoral Council and the PPC Executive Committee.
- The Chairperson of the PFC is a member of and a presenter at the Welcome/Orientation/Registration events.

**Special Activities:**

- Annual parish Leadership training.
- Commissions/Stewardship weekends.
- Parish events as representative of the PFC.

**Meetings:**

- Parish Finance Council (PFC) meetings
- Parish Pastoral Council (PPC)meeting.
- Parish Pastoral Council Executive Comm.(PPC EC) meetings
- Parish Leadership Team (PLT) meetings.
- Welcome/Orientation/Registration (W/O/R) meetings.

**Time Commitment and Frequency:**

Time to be allotted to the Following Tasks:

Average Time (may vary):

- |                                   |                   |
|-----------------------------------|-------------------|
| • PFC meetings                    | 1 ½ hours/quarter |
| • Annual budget meeting           | 2 hours           |
| • PPC meetings (8-10 per year)    | 4 hours/meeting   |
| • PPC EC meetings (8-10 per year) | ¾ hour/meeting    |
| • PLT meetings                    | 1 ½ hour/month    |
| • W/O/R events (approx. 6 a year) | 2 hours/each      |

**Expected Length of Commitment:**

Chairperson is appointed by the Pastor for a specified term of at least two years. Term may be renewed at the discretion of the Pastor.

**Qualifications Required:**

- Practices the Catholic faith through regular attendance at liturgy and reception of the Sacraments.
- Demonstrates interest in the parish community, the staff, and volunteering in ICC.
- Parishioner for one year and is appointed by Pastor.
- Business Management or Accounting experience.
- Consistently contributing by Electronic Funds Transfer strongly encouraged.
- Be a member of the PFC for at least one year before serving as Chair.
- Confidentiality.
- Expectations and requirements as defined by Pastor.



## Parish Finance Council Chairperson Task List

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### **General Tasks:**

- Recruits new members
- Maintains member list and advises secretary of any changes to ministers' records (phone number, email, address).
- Confirms with the Office Manager regarding availability and usage needs before scheduling any activities or events that utilize the De Sales Faith Formation Center or the church facilities.
- Contacts Business Manager to fill out Facility Access/Magnetic Lock Fob Record & Agreement for assignment of Access Fob when utilizing the De Sales Faith Formation Center or the church facilities.
- Reviews and updates ministry guidelines yearly.
- Performs regular ministry duties in accordance with the PPC Guidelines.

### **Additional Tasks:**

- Conducts Parish Finance Council meetings in absence of the Business Manager.
- Is a member of and attends all Parish Pastoral Council Executive Committee meetings.
- Provides guidance on financial matters for assisting the pastor in researching issues, making and implementing decisions.
- Provides consistent communication between parishioners, the pastor and the Parish Finance Council.
- Advocates, with the members of the PFC, for the pastor, the Pastoral Plan and priorities to the parish community.
- Collaborates with members of the Parish Pastoral Council and the pastor.
- Ensures that minutes are taken by the Business Mnager at each meeting and distributed to the Council members as well as being published on the ICC website.
- Collaborates with the Executive Secretary in his/her formation of upcoming meeting's agenda.
- Represents the PFC at the Welcome/Orientation/Registration events.
- Participates in Commissions/Stewardship Weekends.



Parish Finance Council

## Instruction “The pastoral conversion of the Parish community in the service of the evangelising mission of the Church”, of the Congregation for the Clergy, 20.07.2020

101. The administration of goods which every Parish has to some extent is an important area of evangelization and evangelical witness, both in the Church and in civil society, since “all the goods that we have, the Lord gives them to go to the world, to go to humanity, to help others”<sup>[154]</sup>. The Parish Priest, therefore, cannot and must not remain only at this task<sup>[155]</sup>, so it is necessary that he be assisted by collaborators to administrate the goods of the Church above all with evangelizing zeal and a missionary spirit.<sup>[156]</sup>

102. For this reason, in every Parish a Parish Finance Council must be constituted as a consultative body, presided over by the Parish Priest and formed of at least three other faithful<sup>[157]</sup>; the minimum number of three is necessary so that this Council may be considered “collegial”. It bears recalling that the Parish Priest is not counted among the members of the Parish Finance Council, but he presides over it.

103. Absent specific norms issued by the diocesan Bishop, it will be for the Parish Priest to determine the number of members of this Council, relative to the size of the Parish, and whether these should be appointed by him, or elected somehow by the Parish community.

The members of this Council, not necessarily belonging to the Parish itself, must be of proven good reputation, and expert in financial and legal questions<sup>[158]</sup>, so as to render an effective and competent service, in such a way that the Council is not established as a mere formality.

104. Unless the diocesan Bishop has decided otherwise, observing the necessary prudence and any pertinent norms of civil law, nothing prevents the same person from being a member of the Parish Finance Council of multiple Parishes, whenever circumstances require.

105. Any eventual norms issued by the diocesan Bishop in these matters must take account of the specific situations of Parishes, such as, for example, those of particularly modest means, or those forming part of a pastoral unit<sup>[159]</sup>.

106. The Parish Finance Council fulfils a role of particular importance in the growth, at the level of the Parish community, of a culture of co-responsibility, of administrative transparency, and of service to the needs of the Church. In a particular way, transparency should not be understood as a mere formal presentation of statistics, but more as information that is the community’s due, and an advantageous opportunity for its formative involvement. Transparency refers to a *modus agendi*, indispensable for the credibility of the Church, especially where there are significant goods to administer.

107. Ordinarily, the goal of transparency may be attained by publishing the annual financial report that must first be presented to the local Ordinary<sup>[160]</sup>, with detailed indications of income and expenditure. From the annual report, the community as a whole may be aware that these goods belong to the Parish, not the Parish Priest; that he is the steward of them; how they are administered; what the financial situation of the Parish is and what resources are effectively at its disposal.