



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

Reports To:

Parish Finance Council Chairperson.

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 Members:

- Discerns God's message in one's own life regarding stewardship of Time, Talent and Treasure.
- Is familiar with Diocesan guidelines and General Parish Procedures.
- Presents ministry in a positive light at all times.

Responsibilities of Parish Finance Council Member Leader:

- Attend Parish Finance Council meetings.
- 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.
- Advise and support the Pastor in matters of financial administration.
- Assist Chairperson with administrative matters or Business Manager with special financial related projects.
- Communicate effectively with parishioners when questioned about finances.

Special Activities:

- None.

Meetings (when held, frequency, etc.):

- Quarterly.

Time Commitment:

Time to be allotted to the Following Tasks:

- Meetings
- Annual Budget Meeting

Average Time (may vary):

1½ hours/quarter

1½ hours/year

Expected Length of Commitment:

Members are appointed by the Pastor for a minimum term of between two and three years. Terms 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.
- Business Management or Accounting background.



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”^[154]. The Parish Priest, therefore, cannot and must not remain only at this task^[155], 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.^[156]

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^[157]; 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^[158], 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^[159].

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^[160], 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.