

By-Laws of St. Therese Parish Finance Council

Preamble

According to Canon Law, each parish is to have a Finance Council which assists the pastor/administrator in the administration of the parish goods. This council is advisory to the pastor/administrator who will prudently consult with the council.

Article I – Purpose

Section 1: The Council is organized exclusively to provide advice and guidance to the Pastor on business, administrative, financial, fundraising, and facility management issues, thus ensuring parish financial stability and the resources needed to carry out the parish mission.

Specifically, the Council acts in the following ways:

- Reviews and advises on all financial aspects of St. Therese Parish.
- Reviews and advises the parish school budget.
- Prepares and recommends the annual budget and long-range financial plan objectives, including debt repayment, savings for future capital projects, and parish staffing
- Monitors the parish financial activities with annual budget objectives.
- Determines need for fundraising events and coordinates approved events.
- Provides periodic financial reports to parishioners.
- Develops and implements prudent parish financial controls.
- Reviews and monitors property management and maintenance programs.
- Advises concerning administrative matters, as appropriate.

Article II – Membership, Terms

Section 1: Council members are the only members and serve at the pleasure of the Pastor, in staggered terms, so as to have experienced members on the Council.

Section 2: Membership

- Council will consist of 5-10 members appointed by the Pastor.
- Candidates must be registered members of the parish for at least one year, and be at least 21 years old.
- A variety of expertise is desirable on the council including:
 - a. Financial Management
 - b. Accounting/CPA
 - c. Human Resources Management
 - d. Development
 - e. Fundraising

- f. Plant/Facilities Management
- g. Project Management
- h. Risk Management/Insurance

- Neither current staff members nor Pastoral Council members may be on the Finance council.
- Recommendations for new members will be made to the Pastor each April of the year in which terms are expiring.
- The Pastor will select members each June to fill vacant terms. Selections will be based on the current experience base of the council.
- Vacancies created by early termination of a member, will be filled at the Pastor's discretion.

Section 3:

- Terms will be for four years, but members are eligible for a second four-year term.
- Terms of current members are in Addendum A.

Section 4: Quorum.

A quorum consists of at least 51% of the members. There must be a quorum to conduct business.

Section 5: Vacancies

When a vacancy on the council exists, nominations by members may be given to the Pastor for his consideration.

Section 6: Terminations and Absences

Resignations from the council must be in writing and received by the Secretary. A member may be dropped from the Council for excess absences if he/she has three or more unexcused absences in a year.

Section 7: Term Extension

At his sole discretion, the Pastor has the authority to extend the term of a Council Member.

Article III – Membership Discernment Process

Section 1: The Council identifies areas of expertise needed.

Section 2: The Council and others may submit names of candidates

Section 3: Each candidate is interviewed for a position on the Council by a Council member and the pastor.

Section 4: The Pastor chooses from eligible candidates.

Section 5: Information packets and the immediate work of the Council are explained to the new member by the Pastor and business Manager.

Article IV – Officers and Duties

Section 1: Members will elect a Chairperson in July of each year.

Section 2: Chair Duties –The Chair conducts the meetings. The Chair shall also convene regularly scheduled and with the pastor's consent, special meetings. The Chair will also make arrangements for another member to preside at the meetings in his/her absence.

Section 3: The Business Manager will be appointed as Secretary of the Council.

Section 4: Secretary Duties – The Secretary is responsible for keeping records of Council Actions, including taking minutes and distributing copies of meeting minutes and agendas to all members.

Article V – Meetings

Section 1: Regular Meetings – The Council will meet at least monthly. If a holiday falls on a regular meeting night, the meeting will be rescheduled.

Section 2: Special Meetings – A special meeting is any meeting that is not a regular meeting.

- a. Special meetings may be called by the Pastor or a quorum of members with the Pastor's approval.
- b. Notice of a special meeting must be given to all members, business manager, and Pastor by phone/e-mail at least 48 hours in advance.

Section 3: Notice – Notice by phone/email of a special meeting must be given to each member at least 48 hours in advance.

Article VI – Committees

Section 1: The Council may create committees as needed, such as fundraising or internal audit. The pastor or the Council Chair appoints all committee chairs.

Section 2: The Tuition Review Committee is a standing committee of the Finance Council.

Article VII – Amendments

Section 1: These By-laws may be amended when necessary by at least a 67% vote of the members and the approval of the Pastor. Proposed amendments must be submitted to the Secretary to be copied and sent out with the regular monthly meeting packets.

These By-Laws were approved at a meeting of the Council on (insert date).

Rev. J. [Signature]
Pastor

March 1, 2004
Date

ADDENDUM TERMS OF OFFICE

	<u>NAME</u>	<u>BEGAN</u>
- Position 1	Sue Buhr	1983
- Position 2	Marko Susnjara	1988
- Position 3	Steve Schommer	1989
- Position 4	Charles Dhulst	1999
- Position 5	Tara Hendison	2004
- Position 6	Vacant	
- Position 7	Vacant	
- Position 8	Vacant	
- Position 9	Vacant	
- Position 10	Vacant	