

Saint Martin de Porres Church Finance Council Norms

Article I – Nature and Authority

The 1983 Code of Canon Law provides that “each parish is to have a Finance Council which is regulated by universal law as well as by norms issued by the diocesan bishop”. The Diocese of Austin has issued Finance Council Norms (3c) which implements this Code of Canon Law requirement.

Article II – Mission and Purpose

The Finance Council of Saint Martin de Porres Church (hereafter referred to as the Finance Council) is the principal consultative body for the business affairs of the parish. The Finance Council will support the objectives and priorities of the Pastoral Council. The Finance Council is a unit of service, not authority.

Article III – Membership and Operations

The Finance Council is comprised of no less than three (3) voting members appointed by the Pastor. All members should be Catholic and active members in good standing of the parish. If possible, members should possess experience or expertise in business, finance or law. Members should also represent the whole parish community to the extent feasible. The Pastor is an Ex-Officio member. A Chairperson shall be appointed by the Pastor. The Pastor will further appoint a Recording Secretary.

The Chairperson, in consultation with the Pastor, is responsible for the agenda and further presides at all meetings of the Finance Council and shall serve as a spokesperson for the Finance Council in its relations with other groups.

The Recording Secretary shall take and record minutes of all Finance Council meetings and assure that appropriate records are maintained.

Members are freely appointed by the Pastor for a three-year, renewable term or until there is a change in the pastorate. Excluded from membership are persons who would have a conflict of interest from such affiliation, such as staff members. Also ineligible is any close relative of the Pastor or parish staff. Members are to disqualify themselves from discussion and voting on any issue where there is a conflict of interest with family or business.

Article III – Membership and Operations (continued)

The Finance Council shall meet at a minimum of 4 times each year. Additional meetings are to be held as needed. Typically meetings will be held in the month following the completion of the fiscal quarters. The fiscal year for accounting purposes begins July 1st and ends June 30th of the subsequent calendar year.

The Finance Council shall review and approve the next fiscal year parish budget prior to the beginning of the budgeted fiscal year.

Employees of the parish, such as the Business Manager, shall serve as resource persons. The Business Manager should attend all Finance Council meetings.

The Pastor may authorize and appoint with the advice of the Finance Council special committees to perform such duties as may be defined in their creation.

The Pastor must be present at all meetings. In the absence of the Pastor, the Finance Council can discuss matters, but cannot make final decisions.

Article IV - Responsibilities

The Finance Council shall:

1. Assist the Pastor in the administration of parish goods in accordance with the Norms of Canons 1281 through 1288 (19).
2. Assist the Pastor in the preparation of a yearly budget of income and expenditures. The proposed budget is to be shared with the Pastoral Council.
3. Assist the Pastor in the preparation of an annual report of revenues and expenditures for the dissemination to the parishioners. More frequent reports may be provided.
4. Review the parish income and expense report quarterly and make recommendations as necessary to see that the expenses are within the limits of income received and on hand.
5. Assist parish commissions, boards and organizations in preparing and submitting annual budgets.
6. Study parish revenues and make recommendations for increasing revenue to meet both parish and diocesan goals and objectives.
7. Study parish expenses and make recommendations to minimize expenditures within the parish.
8. Be familiar with diocesan fiscal policies and assist the Pastor in meeting these obligations.
9. Encourage support of parish and diocesan stewardship programs.
10. Be consulted on all expenditures other than normal operating expenditures.

Article V - Goals and Objectives

The Finance Council shall:

1. Annually review the Council Norms to ensure consistency and appropriateness relative to parish and diocese direction and goals.
2. Ensure parishioners are provided with accurate and timely financial information.
3. Ensure all diocesan policies are followed with parish record keeping and financial business.

Article VI – Amendments

These Finance Council norms can be amended by a majority approval of the members. Norms will be reviewed and approved by the Pastor.

October 15, 2019

Signed: 
Rev. Justin Nguyen