



DIOCESE OF SIOUX CITY
DIOCESAN RESOLUTION
PARISH LAY DIRECTOR APPOINTMENT

Most Reverend Bishop, I, undersigned Pastor of _____

Parish in _____ Iowa on _____
(CITY) (DATE)

request permission to (*see back 2nd. page for Parish Lay Director Role and Terms*)

appoint the nominated as a Lay Director for our Parish:

Full name: _____

Address: _____

Email address: _____

Cell phone: () _____

Please have the new Parish Lay Director complete and sign a Background Check Form or contact Dan Ellis at the Safe Environment Office, DanE@scdiocese.org, if they prefer to receive an electronic version of the form.

I hereby ask for approval of the above resolution.

Pastor signature

Date

Approved:

Bishop of Sioux City

Date

(SEND IN TWO SIGNED ORIGINAL DIOCESAN RESOLUTIONS)

DIOCESE OF SIOUX CITY

ROLE OF THE PARISH LAY DIRECTOR

Civil Corporation of Parish: The Bishop is the President of all parishes. The Vicar General is the Vice President. The Pastor is the Secretary/Treasurer. The two lay directors are the remaining members of the parish corporation governing body.

1. Each parish is required to have two lay directors. These are nominated by the Pastor and approved by the Bishop via a Diocesan Resolution.
2. The terms of the lay directors are for three years and can be renewed one time, with a recommended total term limit of 6 years (except when completing an unfilled term).
3. To be a parish lay directors, he/she:
 - a. cannot be an employee of the parish.
 - b. must be a Catholic in good standing whose lifestyle is fully consistent with Catholic teaching and moral/ethical standards.
 - c. must have a Diocesan background check completed(for appointments after 7-01-10) and receive VIRTUS (safe environment) training within 90 days of appointment.
 - d. must be able to work with others, accept and receive direction where needed or indicated, collaborate with pastor and others for the good of the parish, offer advice to pastor when asked or when circumstances seem to require it, and maintain confidentiality regarding parish finances and other privileged information.
 - e. must disclose any business relationships with the parish(if the parish has a Conflict of Resolution policy, this would suffice)
 - f. should be of an appropriate age and have sufficient practical/financial experience with which to address important issues pertaining to parish programs, buildings and grounds, financial transactions, etc.
4. Lay directors also serve on the parish finance committee.
5. It is recommended that at least one of the lay directors also be an authorized check signer on behalf of the parish so that necessary financial transactions can take place whenever the pastor is absent from the parish.
6. Lay directors will cooperate with the pastor in the development of all Diocesan Resolutions submitted on behalf of the parish for which the Bishop's approval is required. (See criteria re. Diocesan Resolutions)
7. A lay director acts as a liaison between Pastor and parishioners in such a way that parishioners can bring parish business concerns to them.

Updated 6-29-10

Please send 2 signed original resolutions to:

**Diocese of Sioux City
Office of the Vicar General
Diocesan Resolution
P.O. Box 3379
Sioux City, Iowa 51102-3379**