

## CHRIST THE KING CATHOLIC COMMUNITY

St. John the Baptist-Arcadia      St. Bernard-Breda      St. Elizabeth Seton-Glidden  
St. Augustine/Holy Angels-Halbur      Our Lady of Mount Carmel-Mount Carmel      Sacred Heart-Templeton  
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### OUR LADY OF MOUNT CARMEL PARISH FINANCE COUNCIL CONSTITUTION

#### Introduction

*In the Church there is a diversity of ministry but a oneness of mission.* (Decree on the Apostolate of the Lay People, no. 2) One element of this diversity is a parish finance council. *“As sharers in the role of Christ as print, prophet and king, the laity offer their special skills and assist the pastor to make the care of souls and the administration of temporal goods of the Church more efficient and effective.”* (Decree on the Apostolate of the Laity, 10)

The Code of Canon Law, Canon 537, requires that each parish in a diocese have a parish finance council in order to give form and stability to the assistance offered by Christ's faithful to their pastor in the administration of the parish's temporal goods.

The parish finance council is to be governed by universal Church law and by norms given by the Diocesan Bishop (Canon 537).

#### PREAMBLE

The parishioners of **OUR LADY OF MOUNT CARMEL PARISH in Mount Carmel**, Iowa of the Diocese of Sioux City; form this Council to assist the pastor in the financial administration of the parish in order to assist the Parish and/or Catholic Community Pastoral Council in promotion and facilitation of the mission of the church established by *Jesus Christ* in their midst.

#### ARTICLE I: NAME

This body shall be known as the *Our Lady of Mount Carmel Finance Council.*

#### ARTICLE II: NATURE

- A. The Council, according to the universal law of the Church (Code of Canon Law Canon 536, §2) shall assist the pastor of the parish and the bishop of the diocese by serving in an advisory capacity. As a consultative body this Council helps the pastor to act justly and prudently in the administration of the parish's temporal goods (Canon 537).
- B. All decisions of the Council must be in accord with the teachings of the Roman Catholic Church, its laws, and directives.
- C. The Council will be consensus forming, seeking to find general agreement among the members on open-minded dialogue. If agreement cannot be reached, the pastor will make the final decision.
- D. The Council fulfills its shared responsibility in a variety of ways:
  1. the spiritual enrichment and growth of the members

2. the formation of financial policies, including the devising and regular monitoring of a parish budget
  3. long-range financial planning including communicating to the parish the need to support the parish financial program and an awareness of the status of parish finances.
  4. preparation of the annual financial report
  5. attention to civil law pertaining to the administration of the temporal goods of the parish
  6. decisions made regarding the administration of temporal goods must reflect and respect the vision articulated in the parish's mission statement.
- E. Formation of parish financial policy shall be in compliance with universal and diocesan norms.
- F. Implementation and administration shall be the responsibility of pastor and parish staff. Roles of all concerned are to be clearly defined and respected with the understanding that members of the parish staff should offer to the finance council their knowledge and judgment regarding questions under discussion.

### **ARTICLE III: MEMBERSHIP**

- A. The Council will be composed of ex-officio members, representatives from parish groups listed below, and appointed members. The Council shall not exceed eight (8) members.
1. Ex-officio members will be the pastor, lay directors, and the parish bookkeeper.
  2. The following parish groups:
    - i. Men's/Women's Club Treasurer
    - ii. Cemetery Team Treasurer
  3. The Parish Center Manager
  4. Parishioner[s] appointed by the pastor.
- B. Members of the parish Finance Council are to be adult members of the parish in full communion with the Catholic Church and known for their ability and integrity in the administration of temporal goods.
- C. Because of the particular qualities required of the members of the parish Finance Council, all of the members are to be approved by the pastor in collaboration with the Finance Council after careful inquiry regarding who among the faithful are best qualified for appointment having qualities needed by finance council members including having knowledge of investments, business/management principles, and/or civil law.
- D. The Lay Directors, nominated by the pastor and appointed by the Bishop of the Diocese of Sioux City, serve according to their term, up to six [6] years and are voting members of the Council.
- E. The parish bookkeeper, hired by the pastor, is a non-voting member of the Council.
- F. The representatives from the parish groups may serve according to their term with their

particular parish group with the approval of the pastor and are voting members of the Council.

- G. The appointed member of the parish Finance Council is to hold office for a three-year term which can be renewed once. Names of candidates for this appointment should be kept in confidence lest, if they are not appointed, any question be raised publicly regarding their good character or competence in temporal matters.
- H. Any vacancy on the parish Finance Council is filled as soon as possible through appointment by the pastor, after consultation with the remaining members, or by election by the parish group.
- I. All members shall participate in a program of orientation for service on parish consultative bodies.
- J. The membership of the parish Finance Council shall be made known to all parishioners.

#### **ARTICLE IV: OFFICERS**

- A. The Code of Canon Law Canon 536, §1, states that the pastor is to preside over the Council. This, however, does not include presiding over the particular meetings.
- B. The pastor is to maintain an openness to the guidance of the Holy Spirit at all meetings, to seek the counsel of all members, to encourage an understanding hearing of all members, and to respond, according to his pastoral judgment, to the expressed counsel of the members.
- C. The pastor is to facilitate the necessary communication between the parish Finance Council, Parish and/or Catholic Community Pastoral Council, and other parish organizations.
- D. The officers will be Chairperson and Secretary.
  - 1. The officers will be elected from the membership of the Council with the exception of pastor and bookkeeper.
  - 2. Election of officers will take place at the first meeting of each calendar year.
  - 3. Officers will serve a term of one (1) year with renewable terms as long as the member remains on the Council.
- E. The Chairperson will be responsible for the overall supervision and administration of the Council, to prepare agendas in conjunction with the pastor, preside at all meetings, to implement all policies and actions approved by the Council and pastor, and to represent this Council on the Parish and/or Catholic Community Pastoral Council.
- F. The Vice-chairperson is responsible to preside at meetings when the Chairperson is absent.
- G. The Secretary will issue notices and agenda as directed by the President and the pastor, record accurate minutes of the meetings and prepare a summary of meeting discussion for distribution to the parishioners.

## ARTICLE V: MEETINGS

- A. Meetings will be held quarterly: February, May, August, and November.
- B. Special meetings may be called by the pastor and Chairperson when needed.
- C. A quorum for any meeting shall be those members present.
- D. Meetings will be open to all parishioners and notice of the meeting will appear in the two (2) previous Sunday's bulletins.

## ARTICLE VI: VACANCY OF PASTOR

- A. Upon the death or transfer of a pastor, the activities of the Council are suspended until a new pastor or administrator is appointed by the Bishop. After said event has taken place the Council will conduct a meeting within thirty (30) days of the pastor or administrator assuming his office in the parish.
- B. The new pastor or administrator will have the option of re-constituting the Council or organizing a new Council. This option may be taken only after the Council has conducted its second (2) regular schedule meeting and before its fifth (5) regular meeting.

## ARTICLE VII: FUNCTIONS

- A. The Council shall establish committees as needed to function (i.e. a budget committee comprised of 2-4 members of the Finance Council may develop a yearly budget).
- B. The Parish Finance Council and the Parish and/or Catholic Community Pastoral Council are **distinct** consultative bodies in the parish. (The Parish Finance Council has responsibility to give counsel to the pastor regarding the administration of the parish's temporal goods. The Parish and/or Catholic Community Pastoral Council has responsibility to give counsel to the pastor regarding the pastoral activity in the parish.)
- C. Good communication between the two Councils is essential so that the best use of the parish's temporal goods can be made for the spiritual good of the parish. The Chairperson shall attend the meetings of the Parish and/or Catholic Community Pastoral Council and share minutes of the Finance Council's meetings and report to the Finance Council activities of the Parish and/or Catholic Community Pastoral Council.

## ARTICLE VII: ADOPTION AND AMENDMENTS

- A. Amendments to this Constitution must be approved by two-thirds of the Council membership and the pastor before taking effect.
- B. Adoption of this Constitution is subject to the approval of the existing Council and the pastor.

C. The above and foregoing instrument consisting of five (5) pages execute and acknowledge this Constitution for the Our Lady of Mount Carmel Finance Council and is now hereunto set our hands and seals this 28<sup>th</sup> day of August 2018 in the presence of the following Council Members:

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Very Rev. Mark J. Stoll, JCL, VF  
Pastor

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Brian Hoffman  
Parish Lay Director

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Ann Schmitz  
Parish Lay Director

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Annette Haberl

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Dean Pudenz  
Parish Center Manager

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Robert Venner

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Scott Wiederin