

MINISTRY POSITION DESCRIPTION

PARISH	OUR LADY OF THE ANGELS
Name of Group / Ministry	Parish Finance Committee Member
Accountability	Pastor
Purpose of Ministry	The Parish Finance Council is a consultative body, which advises the pastor in the administration of parish goods. The Parish Finance Council, though a consultative body, is mandated by the Code of Canon Law (see Canon 537).
Participant Group	Parish Finance Council Member, Pastor, Pastoral Team and other Ministry leaders
Activities and Responsibilities	<ul style="list-style-type: none"> ▪ Assist the pastor in the preparation and presentation of the parish annual budget in consultation with other groups, in accordance with goals set by the parish council. ▪ Review the semi-annual financial reports, which are made to the Chancery. ▪ Assist the pastor in the integration of the budget mechanism with goal setting processes to insure that financial resources and parish goals are compatible. ▪ Study parish revenue and make recommendations to the pastor for maintaining and/or increasing revenues. ▪ Assist pastor in providing parishioners with financial reports for the parish. ▪ Advise the pastor in the development of a salary administration programme for all employees of the parish. ▪ Review contracts exceeding a cost of ten thousand dollars between the parish and outside parties before they are signed. ▪ Recommend to the pastor financial policies for the parish in light of current policies issued by the diocesan finance and legal offices. ▪ Review and recommend security procedures for handling money (counting, transporting, keeping cash on hand, etc.). ▪ Provide consultation on the financial feasibility and projected resources to support planning projects of the parish.
Skills and Qualifications	<ul style="list-style-type: none"> ▪ Fully initiated Catholic in good standing with the Church, pastor and community ▪ Registered with the parish and active in parish life ▪ Has an understanding of and commitment to the church as expressed in the documents of the Second Vatican Council ▪ Skilled in one or more of the areas of finance, administration and/or law ▪ Skilled in group process, interpersonal communication and collaboration ▪ Knowledgeable about the mission of the Church and the distinctive characteristics of the parish, its ministries and people ▪ Understand confidentiality and commits to it ▪ Willing to participate in ongoing formation ▪ Are committed to prayer, gospel values and growth in personal holiness. ▪ Needs to be flexible and have good relational skills. ▪ A good sense of humour and a spirit of generosity
Time Commitment	<ul style="list-style-type: none"> ▪ This is a volunteer position requiring 4 to 5 hours each month ▪ Must be available to attend all regularly scheduled meetings ▪ Must be able to attend the orientation session and the training sessions
Duration	No less than one year and no more than three years which may be renewed

Orientation & Training	Standard parish orientation programme
Support/Supervision/ Evaluation	<ul style="list-style-type: none"> ▪ The Pastor is the first level of support, supervision and evaluation ▪ The Chairperson of the Finance Council may also assist the pastor in providing support, supervision and evaluation.
Position Level	INCREASED TRUST
Screening Procedure	<ul style="list-style-type: none"> ▪ Receive a position description ▪ Complete forms A, B and C ▪ Interview ▪ Reference checks ▪ Receive Volunteer Guidelines, Sign Ministry Covenant ▪ Orientation and Training ▪ Supervisory checks and periodic evaluations

Date approved: _____	Dates Reviewed: _____ / _____ / _____
Ministry Leader: _____	
Parish Screening Committee Member: _____	
Pastor: _____	

Updated: June, 2019