

Finance Committee Charter

Holy Face of Jesus Parish

Name and Identity

The name of this organization is the Holy Face of Jesus Parish Finance Committee.

Membership

The Finance Committee will consist of eight voting members. The members must:

- Be 19 years of age.
- Be a registered member of Holy Face of Jesus Parish.
- Have received all three Sacraments of Initiation (Baptism, Confirmation, the Holy Eucharist).
- Be an active participant in the parish.
- Be willing to listen to parishioners.
- Be able to give time to prepare for and attend meetings.
- Be able to engage in fruitful discussion.
- Have knowledge of finances, budgeting, accounting, business management and related fields. Ideally they would work in these areas professionally.
- Most of all, they must be open to the promptings of the Holy Spirit and through prayer and discernment, seek divine guidance in decision-making, dialogue, and planning.

There are two types of membership for the Finance Committees.

1. Ex-Officio members: These are members who by the very office that they hold, are automatically members of the Finance Committee. They are non-voting members. They include the pastor, the parochial vicar, and any staff member who has been appointed by the pastor.
2. Voting members: There are eight voting members. The members will serve a three year term. This term is renewable pending the approval of the pastor, chair, and the member seeking to renew their term.

New members are nominated by the members of the committee and appointed by the pastor. The committee should discuss possible candidates and make recommendations to the pastor and the chair. A normal way to seek new members is to offer a list of candidates to the pastor who will send a letter to the parishioner asking them to consider the possibility of serving on the Finance Committee. The chair or another committee member will follow up to find out if the individual is willing to serve the parish in this capacity.

The Finance Committee has a few distinct roles:

1. Pastor – the committee makes recommendations to the pastor concerning the temporal affairs of the parish. The pastor may not be able to attend all meetings. In this situation, the Business Manager becomes his proxy.
2. Business Manager – This person brings their day-to-day expertise of parish life and finances to the Finance Committee. They are supposed to offer input and recommendations to the committee. In the event that the pastor is unable to attend the meeting, this individual is

responsible for reporting to the pastor within one business day the acts of the meeting. This person also works with the committee chair to create the agenda for the meeting.

3. Chair – The chair leads the meetings, directs the work of the committee, and works with the Business Manager to create the meeting agenda. The chair serves a one-year renewable term. The members of the committee vote on the chair.
4. Secretary – The secretary takes the meeting minutes and sends them to all the committee members. The Chairperson could also serve as the secretary if they desire.
5. Pastoral Council Representative – A member of Pastoral Council normally attends the meetings. He or she observes the meeting and serves as Pastoral Council's eyes and ears.

Role of the Finance Committee

The Finance Committee has a number of roles, which include, but are not limited to:

- Be cognizant of the parish's mission and goals.
- Assist the pastor and staff in setting the annual budget.
- Review the annual report and monthly reports.
- Review the financial activity of auxiliary groups such as sodalities, festivals, and cemeteries.
- Review the parish's internal financial controls and implement better procedures.
- Ensure the parish follows federal, state, local, and Archdiocesan policies.
- Assist the pastor in hiring a Business Manager (when necessary).
- Approve new bank accounts and track current accounts.
- Recommend and oversee fund drives.
- Annually review this charter.

Meetings

Finance Committee meetings will take place bi-monthly, six times a year. The committee chair or the staff representative can call other meetings as needed. The regular meeting months are: February, April, June, August, October, December. The spring meetings normally focus on the annual budget and the August meeting focuses upon the annual report. The Finance Committee normally meets on the third Monday of the designated months.