

Our Lady Consolata Parish Finance Council Statutes

I: PURPOSE

- a) The Council shall provide financial advice, budgetary planning, budgetary review and guidance to the Parochial Administer/Pastor and Parish Council.
- b) The primary responsibility is to prepare and track the Parish budget results and to produce the annual year-end statement of income and expenditures.

II: MEMBERSHIP

- a) The Council shall be comprised of five to eight (5 to 8) members with 3-year staggered terms of service. To stagger the initial terms of service, there could be 2 members with 2-year terms and 2 members with 3-year terms.

III: OFFICERS

- a) The Council shall be served by a Chairperson, Vice-Chairperson, and a Secretary.
- b) The officers shall be nominated from all at-large committee members, with final selection based on whoever achieves a simple majority for that position as a result of an election process held among the at-large Council members.

IV. OFFICER DUTIES

- a) The Chairperson moderates the meetings of the Council by:
 - 1. Knowing the tasks and responsibilities of the Council.
 - 2. Preparing the meeting agenda in consultation with the Pastor and submitting the agenda to the Council members at least one (1) day, in advance of the meeting.
 - 3. Facilitating meetings in order to promote participation in discussions and consensus.
- b) The Vice-Chairperson moderates the meetings in the absence of the Chairperson.
- c) The Secretary shall:
 - 1. Ensure that the Council minutes are maintained.
 - 2. Assure that the record of approved meeting minutes is given to the parish secretary, to maintain a complete record of Council activities within the parish.

V: MEETINGS

- a) Council meetings shall be held a minimum of 4 times per year, with at least one meeting scheduled to occur in each fiscal quarter of the Parish.
- b) Council meetings must be attended by a quorum (50% plus one more of total membership).
- c) The Parochial Administer/Pastor or designee is to be present at all Council meetings.
- d) Additional meetings can be scheduled as required based on a formal request by the Parochial Administer/Pastor, the Finance Council Chairperson or from a request of a simple majority of the at-large committee members.

VI: NOMINATION and SELECTION OF NEW MEMBERS

- a) The Council shall follow the nomination and selection process as outlined:
 1. Education of Parishioners:
 - Each year, the Parochial Administer/Pastor is to educate the parishioners regarding the duties of the Council.
 2. Nomination of at-large members:
 - At the February (to be determined) meeting, a search committee led by the Council's Vice Chairperson is to seek from within the parish community, potential members for Council positions that will be open in July.
 - The Vice Chairperson will also gather nominee names from each Commission Chair.
 - At the April meeting the committee shall present a list of potential nominees. A final list shall meet or exceed the number of positions available.
 - Selection will take place during the liturgies of Pentecost weekend or the last weekend of May, whichever occurs first.
 - The newly selected members shall take office at the meeting following July 1st.
 - The Parochial Administer/Pastor informs the parish community of the new membership.
 3. Any member may resign by providing a written resignation to the Parochial Administer/Pastor.
 4. Parish employees and their immediate families may not serve as at-large members on the Council.
 5. At-large members cannot have spouses, siblings, parents or children also serving on the Council simultaneously.
 6. The Parochial Administer/Pastor shall appoint one member of the Parish Finance Council to serve on the Pastoral Council.

VII: COMMITTEES

- a) The responsibility to prepare, track and report the Parish budget results resides with all Finance Council members. In addition the Council authorizes the following committees, to be made up of at least one Finance Council member plus additional Parish members as required, to assist with these specific Finance Council responsibilities:
 - 1. **Building and Grounds Committee** – responsibilities include advising the Parochial Administer/Pastor, Finance Council and Parish Council of any needs related to the maintenance and repair of all parish properties.
 - 2. **Cemetery Committee** – responsibilities include advising the Parochial Administer/Pastor, Finance Council and Parish Council of any issues and needs related to the Parish cemeteries.
- b) These committees should be formed from among Finance Council members and parishioners with the relevant expertise needed to handle these specific responsibilities.
- c) Committee members are to be appointed by the Parochial Administer/Pastor.

VIII. Amendments

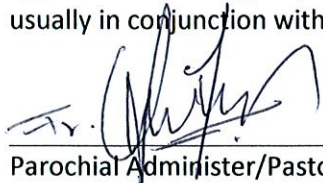
- 1. The Council Bylaws may be amended at any regular or special meeting by either consensus or a two-thirds vote of the Council and confirmation by the Parochial Administer/Pastor.

IX. Dissolvement

- 1. Our Lady Consolata Finance Council cannot be dissolved without the consultation and the approval of the Bishop of the Diocese of Saginaw.

X. Submission of Statutes Copy to the Diocese

A copy of the Statutes will be submitted to the Diocesan Planning Coordinator whenever changes are approved. The copy is placed in the Parish file. The Statutes should be reviewed on a regular basis, usually in conjunction with the development of the annual budget for the parish or parishes.



Parochial Administer/Pastor

4-15-15.


Date



Finance Council Chairperson

4-15-15

Date



Finance Council Secretary

4-15-15

Date