

# **St. Charles Borromeo Catholic Church**

## **Finance Council Charter**

**Rev. 12/2013**

**Rev. 10/2020**

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# ST. CHARLES FINANCE COUNCIL

## ARTICLE I NAME - ADDRESS – PURPOSE

### Section 1. NAME AND ADDRESS

The name of this Committee is the St. Charles Borromeo Finance Council herein referred to as the FC. The mailing address of the FC is St. Charles Borromeo Finance Council, c/o St. Charles Borromeo Parish, 505 S. Lafayette, Greenville, MI 48838.

### Section 2. MISSION AND PURPOSE

**General Purpose** - The mission of the FC is to assist the pastor in the wise stewardship of the material gifts entrusted by God to the parish in support of the mission of the parish and the broader Church.

The mission of the parish is: Love God and others. Celebrate the Eucharist. Make disciples. (Matthew 22:27-29, Luke 22:19-20, Matthew 28:19-20)

**Canon Law** – Canon 537 of the Code of Canon Law states “In each parish there is to be a finance council which is governed, in addition to universal law, by norms issued by the diocesan bishop and in which the Christian faithful, selected according to these same norms, are to assist the pastor in the administration of the goods of the parish.”

The FC will strive to be knowledgeable regarding the activities of the St. Charles School and Faith Formation organizations, and all committees and ministries of the Parish in order to be able to offer guidance and advice on how the material gifts of the Parish might best be used to achieve existing ministry goals as well as long term goals of the Parish.

## ARTICLE II FUNCTIONS AND RESPONSIBILITIES OF THE FC

Keeping in mind the policies and procedures of the Diocese of Grand Rapids the consultative role of the Council, as well as civil law, the FC’s areas of responsibility include, but are not limited to, the following.

### Section 1. Accounting System

Oversees the accounting system for the parish and the keeping of financial records, utilizing the diocesan chart of account. This includes:

1. The collection and recording of revenues, their safekeeping and use.
2. The recording and payment of all debts/expenditures in accord with an approved budget.

### Section 2. Budget Preparation

Oversees the creation of an annual budget in accord with the mission, goals, priorities and plans as recommended and approved by the pastor. The budget process shall be a collaborative process that involves those responsible for all groups within the Church, School and Faith

Formation departments. The budget may include charitable donations to worthy causes.

The Knights of Columbus Council #2084 is a separate entity that assist the parish in any way that is not governed by this parish. It is governed by the Knights of Columbus National Council. Although autonomous, Council #2084 must follow the guidelines of the parish in order to use our facilities.

### **Section 3. Financial Reporting**

**Quarterly** – An analysis of income and expenditures in light of budget projections will be prepared by the business manager and presented to the pastor, and FC in January, April, July and October.

**Annual Parish Report** – The FC is responsible to provide an annual financial report to the parishioners. The business manager compiles the report. In addition, if feasible, when faced with a major concern, all members of the parish should have an opportunity to learn about the issue and have input before action is taken.

**Diocesan** – Ensures that the Business Manager sends required reports to the diocese.

### **Section 4. Internal Controls**

Ensures that diocesan financial procedures and internal controls are in place for the oversight of cash and financial accounts, including petty cash management, check writing, offertory collection and counting systems.

### **Section 5. Documentation Storage**

Maintains a secure, repository in the business office where FC and related documents can be stored, archived and retrieved.

### **Section 6. Advancement and Asset Management**

**Advancement** – Works in close collaboration with **the School** and Stewardship and Education Foundation Committees in making recommendations for the generation of revenue in support of the overall mission of the parish.

**Asset Management** – Monitors the investments of parish monies by the diocese. This includes funds in checking accounts, savings accounts, and long-term investments.

### **Section 7. Property Management**

**Building and Grounds** – Works in close collaboration with the Building and Grounds Committee to oversee the day-to-day and long-range maintenance of parish buildings and grounds.

**Building and Renovation** – Ensures necessary approvals have been obtained for significant building and renovation projects. The permission of the diocese is required for any building project in excess of \$10,000.

**Cemetery** – Oversees the fiscal management and the day-to-day and long-range maintenance of the parish cemetery in accord with diocesan guidelines and civil laws.

**Section 8. Labor Practices** – Monitors the observance of diocesan personnel policies as well as

civil laws pertaining to labor and conduct of business in addition to the observance of church and social teachings in employment and compensation of workers.

**Section 9. Long Range Planning** – Assists in the development of long-range planning with regard to the operational and capital needs of the parish. Formulate and propose a 5-year and 10-year, long-term financial strategic plan which must include St. Charles School’s strategic plan.

### **ARTICLE III Roles and Relationships**

**Section 1. Pastor** - The pastor is to give serious consideration to the advice and wisdom of the finance council especially concerning major changes in the operation of the parish. Ideally, through prayer and dialogue, good decisions for the benefit of the entire parish are made. However, following consultation, if consensus is not possible, the final decision rests with the pastor.

The pastor shall consult the FC prior to:

1. Giving approval for an expenditure in excess of \$5,000, which was not previously budgeted for.
2. Hiring new full-time employees.
3. Making agreements to purchase, sell, lease, or otherwise change the financial condition of parish property, buildings, or long-term investments over \$5,000.

**Section 2. Finance Council** – The FC assists the pastor in the financial administration of the parish.

### **ARTICLE IV Membership**

#### **Section 1. Number of Members**

The FC shall be composed of at least six active voting members. To effect orderly and seamless transitions, the FC will employ term staggering. The process for this is as follows: the initial group of at least six active voting members will be divided into three groups of nearly equal membership. The term for the first group (Group A) will expire after a three year period; the term for the second group (Group B) will expire one year later and one year after Group A; the term for the third group (Group C) will expire one year after Group B and two years after Group A. This cycle will continue as term staggering is implemented.

#### **Section 2. Qualifications**

FC members should be in good standing with the Church and must be registered, active parishioners of St. Charles Parish. The following guidelines will also be followed:

- Members must possess a high level of integrity and confidentiality and agree not to divulge privileged information that is presented at the meetings particularly in matters of parishioner contributions and personnel.
- Members should have expertise in the areas of business, accounting, administration, the law, insurance, personnel, facility maintenance and management.

- Members should exhibit competence in their chosen field of committee work. At a minimum they will be knowledgeable in the work of the committee and cooperative with other committee members in accomplishing the assigned objectives.
- Members should intend to serve for three (3) consecutive years and attend monthly meetings unless unforeseen circumstances arise requiring their resignation. A resignation should be submitted in writing in a timely manner. See Article IV, Section 7 that outlines the procedure for filling vacancies.
- Members should have regular computer and internet access allowing them the ability to communicate online and receive all parish FC communications.
- Members should participate in appropriate continuing education opportunities.

### **Section 3. Term of Office**

Terms are for three years beginning July 1. The terms of the voting members shall be staggered so that each year, two voting members end their term and two members are selected to fill the vacancies using the process cited in Article IV, Section 7.

Any voting-member who has served two (2) consecutive three-year terms must sit out one (1) full fiscal year following the end of his or her last term prior to making application for appointment to the FC for another term unless they desire to continue and no parishioner volunteers to fill the vacancy.

### **Section 4. Expiration of Term**

Prior to the expiration of each member's term, the FC shall solicit nominations and applications from the registered members of St. Charles Parish. Selection will be made by appointment from the Pastor. The members whose terms have expired shall continue to hold membership on the FC until their respective successors have been selected and attend their first meeting.

### **Section 5. Ex Officio Members**

The pastor shall attend all meetings and preside ex officio.

The parish business manager shall attend all meetings and participate ex officio as a non-voting member.

The St. Charles School Board Finance Committee representative shall attend quarterly meetings and participate ex officio as a non-voting member.

### **Section 6. Vacancies**

Vacancies on the FC caused by any reason other than the expiration of a member's term shall be filled by appointment from the Pastor after receiving recommendations and nominations from members of the FC and the congregation at large. If the position is to be filled and not left vacant, the newly appointed member selected shall serve the remainder of the term created by the vacancy. If the remainder of the term is 18 months or greater, the new member may serve only 1 more term. If the remainder of the term is less than 18 months, the new member may serve 2 more terms. If the position remains vacant, it shall be filled pursuant to the annual selection procedures outlined in this document.

## **Section 7. Removal of FC Members**

A member may vacate his or her seat on the FC by resignation in writing, withdrawing from parish membership, incurring an ecclesiastical censure or penalty, or committing a civil offense, which necessitates the loss of membership.

## **Section 8. Selection Process of FC Committee Members**

Requests for nominations and eligibility requirements for FC members shall be posted in St. Charles Parish communication channels for at least three (3) weeks prior to the application deadline. The Pastor will review all applications, and after discernment, will appoint the applicant he believes to be most qualified for the position.

- In the event there are insufficient applicants to fill all vacancies, the Pastor retains the right to appoint a qualified applicant to the vacant position(s) that serves until the next selection term; or leave the position(s) vacant until the next selection term at which time the seat(s) shall be filled by member(s) pursuant to the above procedures and such member(s) shall serve for the remainder of the term.
- The Pastor shall have final approval of all FC members.
- The new term for FC members will begin with the July meeting.
- Members may be appointed to serve as a nonvoting member on one of the other councils as a representative of the FC.

## **Section 9. Staff**

Members of the parish staff may act as resource persons and assist the work of the council, but cannot be a member.

## **Section 10. Conflict of Interest**

Immediate family members of parish employees can serve on the FC. Should conflict of interest arise, the member affected should advise members of the FC accordingly and absent him or herself from the discussion and decision-making.

# **ARTICLE V**

## **Officers and Non-Voting Members**

### **Section 1. Designation**

The principal officers of the FC shall be the Chairperson, the Vice-Chairperson, and a Recording Secretary. The Pastor will select them.

### **Section 2. Selection of Officers**

Officers of the FC may be nominated by any member of the FC before the May meeting. The officers shall be renewed or replaced annually at the May meeting prior to the end of their term. Terms begin in July of each fiscal year.

### **Section 3. Duties of Officers and Non-Voting Members**

**(A) Chairperson:** The Chairperson of the FC tends to the organizational aspects of the Committee and facilitates all meetings of the Committee. The chairperson must work in



cooperation with the Pastor and Pastoral Council. He or she must have an understanding of group process and facilitation skills. The duties of the chairperson may include the following:

- Set the annual meeting schedule and reserve a meeting space
- Set the agenda for each meeting
- Provide significant time for prayer and reflection
- Preside/facilitate at all meetings
- Monitor the time frame for each agenda item
- Encourage all FC members to participate actively and express ideas freely
- Assist discussion by restating, summarizing, contrasting ideas and sentiments expressed by FC members
- Understand and clarify FC procedures
- Act as the primary FC point of contact for the Pastor, FC members, parishioners and others involved in current or potential future projects.

**(B) Vice-Chairperson:** The Vice-Chairperson shall act in the Chairpersons absence and shall have all the powers and duties of the Chairperson when so acting. In the event the Chairperson and Vice-Chairperson are unable to act, the FC shall appoint some other member of the FC to do so on an interim basis. The Vice-Chair will succeed the chair.

**(C) Recording Secretary.** For smooth functioning of the FC as a group, a recording secretary will be appointed by the Chairperson. Their duties are as follows:

- Provide a record of the minutes of the regular and special meetings and ensures that a file of all minutes is maintained in the parish office for a minimum of three years.
- Provide a copy of the minutes to each FC member no less than two weeks prior to the next scheduled meeting of the Committee.
- Maintain a roster of the members, beginning term dates and records of attendance.
- Notify the chairperson of those members with chronic absenteeism.
- Arrange for the necessary physical requirements (tables, chairs, etc.) for the regular and special meetings, and activities of the FC.
- Update FC documents.
- Distribute information and correspondence to FC members as directed and care for the necessary correspondence in the following manner:
  - o Receive and file FC business correspondence.
  - o Make known all FC correspondence under the proper meeting procedure.
  - o Attend to correspondence as delegated by the chairperson.
  - o Keep on file records of the FC's history, development, minutes, decisions, and

names of leaders.

- o Distribute meeting agenda five days in advance of meeting.
- o Have minutes of scheduled meetings available.

**(D) Business Manager:** The Parish Business Manager brings a high degree of knowledge and expertise as a consultant to the Pastor and FC members. He or she will provide valuable reports on parish office activities and make recommendations based on his or her business background.

#### **Section 4. Compensation**

Voting FC members shall not be compensated for serving on the Council but may be reimbursed by the Parish for reasonable out-of-pocket expenses incurred on behalf of the Council.

### **ARTICLE VI MEETINGS**

#### **Section 1. Regular Meetings**

Meetings of the FC shall be held monthly at such place and time as determined by the Chairperson. An analysis of income and expenditures in light of budget projections will be prepared by the business manager and presented to the FC in January, April, July and October.

Any Council member may propose new business agenda matters to the Chairperson. Regular meetings of the FC should be held in a parish meeting room.

#### **Section 1A. Electronic Meeting Attendance** (Adopted on 2-23-2021, revised 10-25-23)

The FC may conduct its meetings in whole or in part, by teleconference, videoconference or other electronic means provided reasonable measures are taken to permit all members not physically present to hear and see the proceedings concurrently.

Any action that could be taken at an in-person meeting, including bylaws amendments, may also be taken at a virtual meeting held pursuant to this clause. Actions taken at virtual meetings shall be documented at the first regular meeting after the virtual meeting. Determination to hold a given meeting as virtual is by the Pastor or Chair.

#### **Section 2. Notice of Regular Meetings**

Notice of all regular meetings of the FC, including the distribution of the meeting agenda and materials should be provided by the Recording Secretary to each Council member via electronic mail at least five days prior to the date of the meeting.

#### **Section 3. Special Meetings**

Special Meetings of the FC may be called by the Chairperson or the Pastor when deemed necessary to conduct business that cannot wait for the next regularly scheduled FC.

#### **Section 4. Notice of Special Meetings**

Notice of all special meetings shall be given to all FC members via electronic mail, in person or by telephone no less than two (2) days prior to such meetings by the Chairperson or the Pastor.

## **Section 5. Open Meetings**

All meetings of the FC shall be open to attendance by any parishioner.

## **Section 6. Executive Session**

The FC may go into executive session when discussing matters it deems necessary and appropriate to keep confidential, when such parties are in attendance. Only members of the FC and ex-officio members will attend the session.

## **Section 7. Non-Members Addressing the FC**

Parishioners must submit a request for any agenda item to the Chairperson at least ten (10) days prior to the next Parish FC meeting for placement on the meeting agenda. Additionally, there will be a period for parishioners to address the Council at each meeting.

## **Section 8. Quorum**

At all meetings of the FC, two-thirds of the voting members shall constitute a quorum for the purpose of transacting Council business.

## **Section 9. Conduct of Meetings**

The Chairperson shall preside as the facilitator over all regular and special meetings of the FC. The Recording Secretary shall keep the minutes of the FC in a binder. The Recording Secretary shall provide each FC member with an agenda for each meeting prior to the meeting.

The regular order of the meetings shall be as follows:

1. Call to Order, Roll Call
2. Opening Prayer – Each meeting will begin with a prayer prepared by one of the council members on a rotating basis.
3. Consent Agenda / Minutes
4. Financial Update
5. Human Resources
6. Committee Report
7. Sub-Committee Reports
8. Comments from Council Members
9. Comments from Parishioners and Outside Correspondence
10. Next Meeting: Date, Time and Place
11. Closing Prayer and Adjournment

## **Section 10. Parish FC Consensus and Vote**

The Council should conduct business in a collaborative manner. All recommendations to the Pastor shall be formed by consensus. If consensus cannot be reached, a vote may be taken. **Parish FC members need to be keenly aware that their function is consultative only.** They are expected to act collaboratively with the Pastor, but they do not have veto power nor can they enact policy on their own. **Their value to the parish resides in the collective wisdom of their members to understand and respect the Pastor’s responsibility to make the final decision.**

In those exceptional instances when the pastor is not in attendance at a meeting of the FC, no action recommended by the FC at its meeting may be undertaken, without a subsequent review and approval of the action of the pastor.

## **ARTICLE VII Committees**

### **Section 1. Committees**

It is not necessary for members of the FC to be members of the various committees, but each committee is accountable to the FC and is consultative to the pastor. The FC shall have the following committees:

**A. Building and Grounds Committee** - This committee makes an annual inspection of parish property, makes recommendations regarding repairs, improvements and maintenance, keeps a current inventory of parish properties, recommends policies for safety and security, reviews the parish energy use and conservation efforts.

**B. Cemetery Committee** – This committee maintains the parish cemetery including the development of policies and procedures, preparation and monitoring of an annual budget and maintenance of the cemetery.

**C. CSA Drive Committee** – This committee conducts the annual parish CSA drive, recruits volunteer workers, collects the pledge cards, and completes the diocesan reports.

**D. Education Foundation Committee** – This committee oversees the investment and management of endowment funds, solicits contributions, and observes all the requirements of the charter of the foundation.

**E. Stewardship Committee** – This committee coordinates all the fund raising efforts in the parish, supervises any special parish drives or collections (except for CSA), educates the members of the parish about endowments, wills and bequests to the parish, and encourages the spirit of sacrificial giving and **Stewardship as a Way of Life** marked by prayer, service and generous financial sharing.

## **ARTICLE VIII Sub-Committees**

### **Section 1. Sub-Committees**

The FC may establish Sub-Committees by identified project with duties and responsibilities as deemed appropriate.

Sub-Committee members shall be appointed by the Chairperson and shall report their activities to the FC as part of the meeting agenda as deemed appropriate by the Chairperson. Special Sub-Committees may be appointed at any FC meeting.

## **ARTICLE IX Amendments**

### **Section 1. Amendment to Charter**

This Charter may be amended by the Pastor, or at a regular or special meeting of the FC by a vote of two thirds of all the FC members. The proposed amendment must be distributed, in writing, to each FC member and to the Pastor at least thirty (30) days prior to the meeting at which time it is to be recommended to the Pastor for his consideration. The Pastor should confer with the appropriate office of the Diocese of Grand Rapids before implementing the change.

### **Section 2. Adopted Amendment**

Adopted amendments will be dated, properly noted in the article amended, and attached to the original Charter.

**IN WITNESS WHEREOF** the undersigned Pastor of St. Charles Parish has reviewed and hereby approves this St. Charles Borromeo Finance Council Charter.

**Date:** This \_\_\_\_\_ day of \_\_\_\_\_, 2020

Rev. James B. Wyse, Pastor: \_\_\_\_\_

St. Charles Borromeo Parish

**IN WITNESS WHEREOF** the undersigned members of St. Charles Borromeo Parish certify and hereby adopt this Finance Council Charter this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

1. \_\_\_\_\_  
Name (Print) Signature

2. \_\_\_\_\_  
Name (Print) Signature

3. \_\_\_\_\_  
Name (Print) Signature

4. \_\_\_\_\_  
Name (Print) Signature

5. \_\_\_\_\_  
Name (Print) Signature

6. \_\_\_\_\_  
Name (Print) Signature

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Name (Print) Signature

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Name (Print) Signature

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Name (Print) Signature

10. \_\_\_\_\_  
Name (Print) Signature