

# **DIOCESE OF CLOYNE**

## NORMS FOR PARISH FINANCE COMMITTEE

### 1. **NATURE AND PURPOSE**

- 1:1 In each Parish there is to be a Finance Committee to help the Parish Priest in the administration of the goods of the parish. (cf. Canon 537)
- 1:2 Since the Parish Priest is the person responsible for the administration of the parish the role of the Financial Committee is consultative and advisory.
- 1:3 The Parish Finance Committee will not be directly involved in the day to day management of parish finance. However, it is to be informed and consulted regularly with regard to parish investments. All payments in excess of five thousand euro must be authorised in writing by two members of the finance council, and such written authorisations, which may include emails, must be kept on file. Normally the two members would be the parish priest and another lay member of the finance committee.
- 1:4 The following are the matters on which the committee is to advise the Parish Priest:
- a) present parish financial situation.
  - b) fundraising target, policy and general approach.
  - c) maintenance of parish property.
  - d) provision and review of Insurance Cover.

- e) financing arrangement for new projects (Building and otherwise).
- f) appointment of and dealing with architects, builders, etc.
- g) preparation of annual accounts, budgets, etc. As this is not an exhaustive list, there will be from time to time other financial matters to be referred by the Parish Priest or by the Curate(s) to the committee.
- h) the finance committee is to ensure that a summary of the parish accounts be made available to the parishioners annually.

## 2. COMPOSITION

- 2:1 All priests of the parish shall be ex officio members of the Parish Finance Committee. A similar number of lay members of the parish community shall be appointed by the Parish Priest after consultation with the other priests of the parish. It is desirable that the overall size of the committee be limited to workable proportions and that the **minimum number** be not less than five.
- 2:2 In particular circumstances and with the permission of the Bishop a priest from outside the parish may be appointed to the Finance Committee.
- 2:3 Close relatives of the priests on the committee or parish employees may not serve as lay members of the Finance Committee.
- 2:4 All appointments of lay members are for a maximum term of 4 years and should be so arranged that the future renewal of the committee will occur on a phased basis. A lay member may be re-appointed for a further consecutive term.

3. **MEETINGS**

3:1 Meetings are to be held quarterly or more often if the Parish Priest thinks it desirable, or if at least three members request a meeting in writing.

3:2 A quorum shall consist of not less than one-half of the total membership.

3:3 The Parish Priest, or his nominee, shall preside at all meetings of the committee.

3:4 A recording secretary shall be elected by the members of the committee who shall take the minutes of the meetings.

3:5 Reasonable notification of meetings shall be given to all members of the committee.

3:6 A member of the parish finance committee who, having raised a serious concern with the parish priest and not achieved satisfaction, is to inform the Diocesan Office of such concern.

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**Policy review every five years or at the Bishop's discretion**