

DIOCESE OF CLOYNE

NORMS FOR PARISH FINANCE COMMITTEE

1. NATURE AND PURPOSE OF THE COMMITTEE

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 The role of the Finance Committee is consultative and advisory. It is consulted by and advises the Parish Priest who is, in Canon Law, responsible for the administration of the parish,

1:3 The Parish Finance Committee will not be directly involved in the day to day management of parish finance. However, it must be informed and consulted regularly with regard to all parish investments and accounts.

All payments in excess of a stated amount, to be determined by the Bishop from time to time, must be authorised in writing by two members of the Finance Committee, including the Parish Priest and one nominated lay member. Authorisations, digital or electronic, must be retained at the parish office and made available to the deanery accountant.

1:4 The following are the matters on which the committee is to advise the Parish Priest:

- a) financial situation of the parish including income and expenditure;
- b) fundraising targets, policy and practice;
- c) maintenance of parish property;
- d) provision and review of parish insurance policy.

- e) financing arrangements for major projects.
- f) engagement of professional advisors and contractors.
- g) presentation of annual accounts and budgets;
- h) any other financial matters referred by the Parish Priest to the committee.

2. COMPOSITION

2:1 All priests and deacons in ministry in the parish shall be ex officio members of the Parish Finance Committee. A number of lay members of the parish community, not fewer than the number of clergy, shall be appointed as follows:

The Parish Priest, after consultation with the other priests of the parish, shall nominate two lay members. Together with the priest members, these shall assess the skill sets required and, by agreement, nominate the further members required. A gender balance should be maintained among the lay members. The Committee is to be comprised of not less than five and not more than ten members.

2:2 In exceptional circumstances, the Bishop may directly appoint a priest or lay member from outside the parish to the Committee.

2:3 Close relatives of the priests on the committee may not serve as lay members of the Finance Committee. Parish employees may not serve as members of the Finance Committee.

2:4 All appointments of lay members are for a maximum term of 5 years. A lay member may be re-appointed for one further consecutive term.

3. MEETINGS

3:1 Meetings are to be held quarterly. If the Parish Priest decides, or if at least three members request a meeting in writing, further meetings may be held.

3:2 A quorum shall consist of not less than one-half of the total membership and include both priest members and lay members.

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 and shall take the minutes of the meetings.

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

3:6 Any member of the Parish Finance Committee who, having raised a serious concern with the Parish Priest and not achieved satisfaction, is to inform the Bishop of such concern.

Implementation and Review:

These norms are to be implemented in all parishes by Easter 2022. The Norms will be reviewed by the Bishop every five years.

Signed William Crean

Date: 3rd February 2022

Most Rev. William Crean, DD

Bishop of Cloyne



