



Approved March 2, 2020

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## ARCHDIOCESE OF MILWAUKEE PARISH FINANCE COUNCIL NORMS

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“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, without prejudice to the prescript of can, 532 (i.e., the pastor represents the parish in all juridic affairs).” *Code of Canon Law*<sup>1</sup>, c. 537. This consultative body is called a Parish Finance Council.

*\*Wherever the word “pastor” appears, read also “administrator” or “parish director.”*

### PURPOSE

- 1.1 The Council provides advice and guidance to the pastor in the administration of parish assets.
- 1.2 The Council prepares the parish budget, any budgets for extraordinary expenditures, and reviews financial statements.
- 1.3 The Council monitors the financial condition of the parish, including regular financial reviews/audits as well as the internal financial controls by following the recommendations in the audit/review.
- 1.4 The Council reviews any indebtedness of the parish and assists the pastor in fulfilling his obligations under canon 1284.5 (“pay the interest on a loan or mortgage when it is due and take care that the capital debt itself is repaid in due time”).
- 1.5 The Council provides assistance in the formulation and communication of an annual financial report to the parish community as required by canon 1287.2.

### RANGE OF RESPONSIBILITY

- 2.1 The Council is the consultative body in all parish financial matters, except to the extent limited by church or civil law or archdiocesan policy/norms.
- 2.2 In any case where the pastor judges a recommendation to be outside the limits set forth in Canon 537, the pastor may withhold implementation, providing the Council with a rationale. The Council may take recourse to the Office of the Archbishop or one appointed by him for clarification or arbitration. Any decision regarding the recourse is final.

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<sup>1</sup> Citation taken from Code of Canon Law, (c) 1983



- 2.3 In any case where any member of the Council interprets an action of the Council to be outside the limits set forth in Canon 537, the member shall present the interpretation no later than the next meeting of the Council and ask for reconsideration.
- 2.4 In any case where reconsideration has failed to resolve the matter, any Council member may then take the matter to the Office of the Archbishop or one appointed by him, for clarification or arbitration. Any decision resulting from such recourse is final.

## **MEMBERSHIP**

- 3.1 The Council is comprised of not less than 5 nor more than 9 members.
- 3.2 All members must meet the following qualifications:
  - a. Baptized, practicing Catholics
  - b. Registered members of the parish
  - c. Participants in the parish worship life, especially Mass and the sacraments
  - d. At least 25 years of age
  - e. Selected because of their familiarity with financial matters and related expertise
- 3.3 The responsibilities of members are:
  - a. Participate in training and formation for Council service
  - b. Prepare for meetings by reading and reviewing the agenda, minutes and other materials
  - c. Attend all meetings unless excused
  - d. Participate in Council discussions and other activities
  - e. Serve as a liaison to a committee (*optional*)
  - f. Perform any other duties consistent with Council membership
- 3.4 The Council is advisory to the pastor who presides at all Council meetings.
- 3.5 At least one but no more than two representatives are selected from the at-large membership of the Parish Pastoral Council by the membership of the Parish Pastoral Council.
- 3.6 At least two at-large members of the parish with accounting, financial, legal, banking, and/or administrative expertise are appointed by the pastor.
- 3.7 The appointment of one or both trustees to the Council by the pastor is optional.
- 3.8 The pastor may invite an associate pastor as an observer. The parish Director of Administrative Services/Business Manager serves as a resource to the Council.
- 3.9 The term of office for at-large members is three years and is limited to two consecutive terms. The new members begin their terms after July 1 with the beginning of a new fiscal year.



## SELECTION OF NEW MEMBERS

- 4.1 Each spring, at-large members are selected for three-year terms of office. At a regular meeting of the Pastoral Council, following its customary practice for the selection of officers, Council representatives are selected. The pastor's appointees should also be announced at this meeting.
- 4.2 Parish employees, their immediate family members, and the chairperson of the Parish Pastoral Council are ineligible to serve on the Council. Husband and wife, siblings or parent and child may not serve together on the Parish Finance Council.

## OFFICERS

- 5.1 The pastor is the president of the Parish Finance Council. The pastor presides at the Council by:
  - a. Attending all Council meetings.
  - b. Insuring that Finance Council members have adequate training in Archdiocesan procedures.
  - c. Assisting in formulating the Council agenda.
  - d. Supporting the chairperson in the role as facilitator of the Council meetings.
  - e. Sharing in the dialogue which leads to Council recommendations.
  - f. Serving as administrator of the parish.
  - g. Implementing the recommendations formulated by the Council.
  - h. Consulting with the Council before requesting a waiver and proxy from the Archbishop. The consensus of the Council is represented in the request for the waiver and proxy.
- 5.2 A chairperson is selected from among and by the Council members present at the first meeting after July 1. The office is for a one-year term and may not be held for more than three consecutive terms.
- 5.3 The chairperson moderates the meetings of the Finance Council by:
  - a. Knowing the tasks and responsibilities of the Council.
  - b. Preparing the meeting agendas in consultation with the pastor and submitting the agenda to Council members at least 3 days before the meeting.
  - c. Facilitating Council meetings by helping the members work together, participate fully in discussions, and make decisions through consensus.
  - d. Maintaining an official list of Council members.
  - e. Recording notes from the Council meeting and making them available to the members.
  - f. Performing duties consistent with the office as the Council may direct.



## **MEETINGS**

- 6.1** Finance Council meetings are held on a regular basis, no fewer than six times each year. In those cases where parishes are clustered, Councils may meet on the same evening and at the same time but must conduct separate meetings in order to maintain the integrity of each corporation as well as conform to canon law.
- 6.2** At least part of the Finance Council meetings are not open to the public. At the discretion of the pastor, part of the agenda for the meeting may be open to parishioners who are dismissed when the Council moves into the closed session.
- 6.3** Special meetings may be called by the pastor, chairperson or a quorum. A quorum consists of a majority of members.
- 6.4** The agenda is developed in advance of the meeting by the pastor and the chairperson. The agenda includes prayer, the parish monthly financial report(s), and other financial items.
- 6.5** The Council cannot hold a formal meeting if the pastor is not present.

## **RESIGNATIONS AND VACANCIES**

- 7.1** Any member of the Council may resign by filing a written resignation with the pastor and a copy to the chairperson.
- 7.2** At any meeting of the Council, any at-large member may be removed for good cause by consensus or by a majority vote of the Council. Good cause includes missing two consecutive meetings without good reason, physical or mental incapacity or failure to perform duties as a Council member. Any member whose removal has been proposed shall be given an opportunity to be heard at the meeting.
- 7.3** A vacancy among the at-large members shall be filled with a new appointee by the pastor or a new representative selected by the Pastoral Council. The new member serves the remainder of the vacated term.

## **MANNER OF OPERATION**

- 8.1** The Council's manner of decision-making is communal discernment, which includes prayerful reflection, gathering of information, dialogue and sharing of conclusions. The usual method of reaching conclusions is consensus.



## RELATIONSHIP TO PASTORAL COUNCIL

- 9.1 One of the Finance Council representatives from the Pastoral Council provides an update on activity to the Pastoral Council at its regular meetings.
- 9.2 The Pastoral Council, in conjunction with its standing committees, participates in the annual parish budget process for ministries and operations.
- 9.3 The Finance Council collaborates with standing commissions/committees and the appointed staff members in its gathering of information and dialogue on financial matters. The Council may request a committee chairperson or a staff member to prepare a study or to attend a meeting as a resource.

## COMMITTEES

- 10.1 The Agenda Committee consists of the pastor and Council chairperson. This committee establishes the meeting agenda and insures that members are provided with meeting materials prior to the meeting.
- 10.2 The Council will require specific committees to assist with their responsibilities. Committees, such as budget, personnel, buildings and grounds, and parish cemetery, should be formed from parishioners with expertise in the appropriate areas and appointed by the pastor. The Director of Administrative Services/Business Manager is usually appointed *ex officio* to the committees. These committees should follow the Council statutes for membership, chairperson and meetings, with the exception that they may meet fewer than six times per year. These committees should submit regular reports to the Council as requested.
- 10.3 The Council may establish ad hoc committees as needed. The Council defines the purpose for an ad hoc committee and establishes a timeline for the completion of its task. A member of the Council serves as the chairperson and reports on the progress of the committee. The Council may invite parishioners with financial expertise to serve on these temporary committees.

## AMENDMENTS

- 11.1 Council statutes may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.



ARCHDIOCESE  
of MILWAUKEE

Issued by: Jerome E. Listecki  
Most Reverend Jerome E. Listecki  
Archbishop of Milwaukee

Date: 3-23-20

Witnessed: Barbara Anne Cusack  
Barbara Anne Cusack  
Chancellor

Date: 3-23-20



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**APPENDIX**  
**Our Lady of the Holyland Parish Finance Council**  
**Mount Calvary, Wisconsin**  
**September 23, 2024**

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**MEMBERSHIP**

- 3.1 The Council shall have **eight** members.
- 3.5 The Council shall have **one** representative selected from the at-large membership of the Parish Pastoral Council by the membership of the Pastoral Council.
- 3.6 The Council shall have **seven** members of the parish appointed by the pastor.
- 3.7 The Council shall have **two** trustees appointed by the pastor.

**MEETINGS**

- 6.1 Council meetings shall be held **six meetings per year**.

**COMMITTEES**

- 10.2 The Council requires the following committees to assist with specific responsibilities:  
**Identify any committees and briefly describe their responsibilities.**
  - a. **Buildings and Grounds Committee – Holy Cross/ St. Cloud/St. Joe**
  - b. **Buildings and Grounds Committee – St. John the Baptist**
  - c. **Buildings and Grounds Committee – St. Mary**
  - d. **Cemetery Committee**
  - e. **Fundraising Committee**
  - f. **Christian Women’s Committee**



## **AMENDMENTS**

- 11.1** The Council Appendix may be amended at any regular or special meeting by consensus or a two-thirds vote of the Council and confirmation by the pastor.

### **SUBMISSION OF APPENDIX COPY TO THE ARCHDIOCESE**

- 12.1** A copy of the appendix should be submitted to the Office for Missionary Planning and Leadership whenever changes are approved. The copy is placed in the parish or multi-parish file. The appendix should be reviewed on a regular basis usually in conjunction with the development of a new pastoral plan for the parish or cluster.