

FINANCE COUNCIL STATUTES
ST. MICHAEL PARISH
DIOCESE OF COLORADO SPRINGS

PREAMBLE

The Pastor of St. Michael Parish, in communion with the clergy and laity of the Parish and under the authority of the Bishop of the Diocese of Colorado Springs share in the mission of the Church: to proclaim the Kingdom of God and to build up the Body of Christ.

The Finance Council of St. Michael Parish will be a place for mutual, open reflection and dialogue between the Pastor, his clergy, and the religious and laity of the Parish, in order that the administration of Parish goods may take place as effectively as possible (cf. Canons 529, 537).

ARTICLE 1
Nature and Ends (Canon 95)

- A. The Finance Council of St. Michael Parish, hereafter called “the Council,” is the institution which, by virtue of these statutes, functions to aid the Pastor by advising him and assisting in the administration of the Parish goods. (Canon 537).
- B. The Council has only a consultative role, unless otherwise prescribed by the parish statutes.
- C. The Council shall address matters presented in the agenda, previously approved by the Pastor. These matters can be proposed by any of its members or parishioners, but must be accepted by the Pastor. The Council must be notified of all matters to be addressed by means of an agenda sent out 15 days prior to the Council meeting.

ARTICLE 2
Membership

- A. The Council shall consist of an odd number of no less than five and no more than thirteen individuals.
1. The following individuals shall be ex-officio members of the Council: the Pastor (as head of the Council) and any clergy assigned to the Parish by the Bishop.
 2. The Pastor may appoint additional members to the Council. Each member shall be a registered member of the Parish with recognized skills and abilities suited to fulfill the functions of the Council. Members of the Council shall be Catholics in good standing.
 3. Membership ceases when an individual:
 - a. ceases to hold the required position to be an ex-officio member;
 - b. completes a three-year term;
 - c. fails to fulfill the member’s duties as determined by the Pastor;
 - d. submits a letter of resignation, which is accepted by the Pastor; or
 - e. abandons the Catholic faith or does not live it out.
- B. Members may be re-appointed for no more than one additional, consecutive three-year period.
- C. The term “year” shall mean the period commencing with the beginning of the fiscal year on July 1 and ending with the adjournment of the Council meeting the following July.
- D. If a vacancy occurs at any time, the Pastor may fill the vacancy.

ARTICLE 3
Rights, Duties, and Competence of Members

- A. Members of the Council have the right of voice and vote. Members of the Council will always vote according to their individual consciences and expertise, and not as mere spokespersons for any groups or associations.
- B. Members of the Council have the duty to attend the Council's meetings and to address all matters brought to the Council by the Pastor.
- C. No Council meeting may be held unless at least a simple majority of the members are present.
- D. Any member of the Council may propose in writing matters to be addressed by the Council. These matters shall be addressed only with the approval of the Pastor and included in the agenda.
- E. The Council is competent to address all matters that concern the financial wellbeing of the parish, with the exception of those that, according to the law, should be treated through another forum.

ARTICLE 4
Officers of the Council

- A. The officers of the Council shall be the president (the Pastor, ex officio), the chairperson, the vice-chairperson, and the secretary. The chairperson, vice-chairperson, and secretary shall be elected annually by the Council membership from among their own number. Officers shall be elected at the July meeting. The newly elected officers will assume their roles immediately upon election.
- B. Officers shall serve for one year and are eligible for re-election for one additional year in the same office.
- C. Vacancies in office shall be filled through election by the members of the Council at the next regular meeting.
- D. Elections shall be by written ballot by those present. Voting shall proceed in the following order: chairperson, vice-chairperson, and secretary.
- E. Officers shall be elected by a simple majority of those voting.

ARTICLE 5
Duties of the Officers

A. The Pastor shall have the right to call meetings of the Council, to preside over the Council, to determine the questions to be treated by it, and to receive proposals from its members, to accept or reject the results of the Council's deliberations, and to promulgate decisions deriving therefrom.

B. The chairperson shall conduct the meetings. The vice-chairperson shall replace the chairperson in the chairperson's absence or at the chairperson's request. The secretary shall be responsible for reviewing, verifying, and distributing the minutes of the Council meetings, as well as receiving the minutes of any committee meetings.

ARTICLE 6
Committees of the Council

A. There shall be an Executive Committee consisting of the Pastor and the officers of the Council. The Executive Committee shall prepare the meeting agendas.

B. Other standing or ad-hoc committees (Capital Campaign Committees, Stewardship Committees, Building Committees, etc.) may be appointed when the need arises by the chairman with the approval of the Council as to their function and membership. The chairman of any committee shall be chosen from the members of the Council.

C. Committee members may include any number of clergy, lay people, or religious from the parish. Committee member shall have the rights and duties specified by the Council. These members shall be appointed by the chairman and confirmed by the Council.

D. Committees other than the Executive Committee may be dissolved at any time by the Pastor or a majority vote of the Council.

ARTICLE 7
Meetings

A. Meetings of the Council shall ordinarily be held at least quarterly (January, April, July, and October).

B. Special meetings may be convened by the Pastor or by the chairperson if delegated by the Pastor, and provided there is ample time for the notification of members.

C. Unless otherwise stated, a simple majority vote of a quorum is required to pass a motion. A majority of the total membership of the Council shall constitute a quorum.

D. The regular meetings of the Council are open to any parishioner.

ARTICLE 8
Finances

A. Neither the Council nor any of its Committees shall own or operate any separate bank accounts or handle monetary transactions.

B. All funds raised by the Council or any of its Committees shall be tracked on the financial books of the Parish and comply at all times with the fiscal policies set forth in the Parish Accounting Manual.

ARTICLE 9
Amendments

A. These statutes may be amended by a two-thirds vote of the Council, provided that the amendment has been submitted in writing at the previous meeting of the Council, and has the approval of the Pastor.

B. The Bishop must approve any amendments to these statutes before they become effective.