



Pastoral and Finance Council Policy and Procedures Handbook

March 1, 2022

ST. MICHAEL ROMAN CATHOLIC CHURCH
574 EIGHTH STREET
(MAILING ADDRESS: P.O. BOX 199)
CALHAN, CO 80808

OFFICE: (719) 347-2290

(INTENTIONALLY LEFT BLANK)

(INTENTIONALLY LEFT BLANK)



St. Michael Catholic Church

574 Eighth Street
Calhan, CO 80808
(Mail: P.O. Box 199
Calhan, CO 80808)
Office: (719) 347-2290
www.saintmichaelcalhan.com

March 1, 2022
Vigil, Ash Wednesday

Dear Members of the St. Michael Catholic Church
and its Appointed Members of the Pastoral and Finance Councils:

Greetings and blessings in the Risen Lord Jesus Christ!

In every Catholic Parish Church, the consultative bodies of the Pastoral and Finance Councils are integral to the fulfillment of its Pastor's, Parochial Administrator's or Director's ministry.

The Policies and Procedures herein are required and hereby promulgated in accordance with the Diocese of Colorado Springs' Decree for the published Statutes of the St. Michael Parish Church, dated December 5, 2011, which state, therein:

“ (Part III: Government, Title 2: Parish Consultative Bodies, Articles 1 and 2)

Article 1

Paragraph §2 “The Pastoral Council shall be governed by its own statutes, drawn up in accordance with norms prescribed in universal law, particular law and these [diocesan] Statutes. After the statutes of the Pastoral Council have been approved by the Pastor, a copy will be sent to the Vicar General of the Diocese of Colorado Springs for the *nihil obstat* *.

[* In the Roman Catholic Church, *nihil obstat* is a certification by an official censor that a book is not objectionable on doctrinal or moral grounds of faith.]

1° The statutes of the Pastoral Council shall include prescriptions regarding the council's size, composition of membership, method of selection, terms of office, leadership, meetings, and committees. ...

Article 2

Paragraph §2 “The Finance Council shall be governed by its own statutes, drawn up in accordance with norms prescribed in universal law, particular law and these [diocesan] Statutes. After the statutes of the Pastoral Council have been approved by the Pastor, a copy will be sent to the Vicar General of the Diocese of Colorado Springs for the *nihil obstat* after consultation with the Finance Officer.

1° The statutes of the Pastoral Council shall include prescriptions regarding the council’s size, composition of membership, method of selection, terms of office, leadership, meetings, and committees. ... ”

These Policies and Procedures [Parish-level Statutes] are a single-source, exhaustive compilation of the pertinent sections of the Roman Catholic Church’s Code of Canon Law; Vatican and USCCB instructions; promulgated statutes and policies of the Diocese of Colorado Springs; and localized instructions for this parish church.

This document becomes effective on Wednesday, March 2, 2022, Ash Wednesday.

Thank you in advance for your time and kind attention in these matters.

Respectfully
Yours in Christ,

A handwritten signature in blue ink that reads "Rev. R. G. Newbury Jr." with a stylized flourish at the end.

Rev. Robert G. Newbury Jr., KHS
Parochial Administrator

TABLE OF CONTENTS

The Roman Catholic Church in the World Today	7
Why is the Church Missionary?	7
The Mission and Purpose of the Roman Catholic Church	7
The Parish Church	8
Duties of the Pastor/Parochial Administrator or Director	8
Pastoral Council	9
Purpose, Consultation, Rights, Duties and Competence	9-11
Pastor/President, Officers and Membership	11-14
Meeting Agendas and Minutes, Member Conflicts of Interest	14-15
Terms of Service and Responsibilities	15-16
Committees	16
The Essential Elements of Pastoral Life	17
Vacancy of the Office of Pastor	17
Confidentiality, Negligence, Alienation of Ecclesiastical Goods and Amendments	17-19
Finance Council	20
Purpose, Consultation, Rights, Duties and Competence	20-21
Pastor/President, Officers and Membership	22-24
Meeting Agendas and Minutes, Conflicts of Interest	24-26
Recommended Areas of Finance Council Consultation	26
Categories of Parish Funds	27
Terms of Service and Responsibilities	27-29
Committees	29-31
Relationship to the Pastoral Council	31
Acts of Administration (Ordinary, Major Importance and Extraordinary)	31-34
Vacancy of the Office of Pastor	34
Confidentiality, Negligence, Alienation of Ecclesiastical Goods and Amendments	35-36
Additional Policy & Procedures and the Capital Improvement Fund	36
List of Resources and References Used	37-38

ATTACHMENTS

1. Diocese of Colorado Springs, 3/31/2014, Record [Document] Retention Policy.
2. Diocese of Colorado Springs, 12/5/2011, Decree from Bishop Michael J. Sheridan, Statutes of the St. Michael Catholic Church in Calhan, CO.
3. Diocese of Colorado Springs, 12/5/2011, Pastoral Council Statutes, St. Michael Catholic Church in Calhan, CO.
4. Diocese of Colorado Springs, 12/5/2011, Finance Council Statues, St. Michael Catholic Church in Calhan, CO.

“Go, then, to all peoples everywhere and make them my disciples: baptize them in the name of the Father, the Son, and the Holy Spirit, and teach them to obey everything I have commanded you.” (Matthew 28:19-20)

The Roman Catholic Church in the World Today

*“To the poor, missionary activity brings light and an impulse toward true development, while a new evangelization ought to create among the wealthy a realization that the time has arrived for them to become true brothers and sisters of the poor, through the conversion of all to an “integral development” open to the Absolute. ... The Church all over the world wishes to be the Church of the poor... she wishes to draw out all the truth contained in the Beatitudes of Christ, and especially in the first one: ‘Blessed are the poor in spirit.’ ... She wishes to teach this truth and she wishes to put it into practice, just as Jesus came to do and to teach. ... It follows that the poor are those to whom the mission is first addressed, and their evangelization is par excellence, the sign and proof of the mission of Jesus.” (Saint John Paul II, Encyclical, *Redemptoris Missio*, 1990)*

Why is the Church missionary? What does 'mission' mean?

The Church is missionary because of the teachings and mandates of Our Lord, Jesus Christ. The sacred scripture tells us: “*God so loved the world that he gave his only Son*” (John 3:16). Jesus was sent into the world to reveal God’s love. In turn, Jesus said to his apostles: “*As the Father has sent me, so I send you*” (John 20:21). “*You will be my witnesses in Jerusalem, throughout Judea and Samaria, and to the ends of the earth*” (Acts 1:8).

The mission from Jesus to all baptized Christians is to proclaim the Kingdom, Mercy and Love of God to all people. This has been handed onto His Church and individual believers—starting with the Apostles and later, the disciples (including us today) guided by the Holy Spirit.

The Mission and Purpose of the Roman Catholic Church

The Roman Catholic Church is the living body of Jesus Christ, in which we (the People and the adopted Children of God) share in various and diverse ways (1Corinthians 12:12-27), in the responsibility for the mission given to the Church by the Lord himself to:

- Give glory, honor, worship and praise to God in joyous celebration of the Church’s liturgies and the Lord’s Sacraments;
- Share and proclaim the Word of God to all people;
- Witness the love and redemptive healing of Christ;
- In unity and solidarity, serve those in need in both the Church, our places of work, recreation, neighborhoods and the greater society of the world; and
- Live as examples of Jesus Christ in the modern world each day.

The Parish Church

"A parish is a definite community of the Christian faithful established on a stable basis within a particular [diocese] church; the pastoral care of the parish is entrusted to a pastor, as its own shepherd, under the authority of the diocesan bishop" (Canon 515).

Clergy, religious and laity together form a parish — a portion of God's People whose pastoral care is entrusted to a pastor — so that all can continue the mission of Jesus here on earth. The People of God have different degrees of knowledge, skills, roles and responsibilities; yet all are under one head, Jesus, the Christ – and we are all sisters and brothers in Him.

Duties of Pastor, Parochial Administrator or Director

A pastor has responsibilities, which are uniquely his arising from his ordination and appointment to the pastorate by the Bishop, as noted in the Catholic Church's Code of Canon Law:

"The pastor (Parochus) is the proper pastor of the parish entrusted to him, exercising the pastoral care of the community committed to him under the authority of the diocesan bishop, in whose ministry of Christ he has been called to share, so that for that same community he carries out the functions of teaching, sanctifying and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law" (Canon 519).

"When a parish becomes vacant or when a pastor is prevented from exercising his pastoral function in the parish by reason of captivity, exile or banishment, incapacity or ill health, or some other cause, the diocesan bishop is to designate, as soon as possible, a parochial administrator, that is, a priest who takes the place of the pastor according to the norm of Canon 540. A parochial administrator is bound by the same duties and possesses the same rights as a pastor, unless the diocesan bishop establishes otherwise" (Canons 539-540).

Henceforth, in these Policy and Procedures, the term "Pastor" denotes an ordained, Roman Catholic Priest; named either the St. Michael Catholic Church Pastor or Parochial Administrator.

In the St. Michael Catholic Church, the Pastor *"carries out the functions of teaching, sanctifying and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of [canon and particular] law"* (Canon 519).

When a priest accepts a pastorate (i.e., the office or period of office as a Pastor), he becomes the appointed leader of the parish, the bond of communion between the Bishop and the parish's people, and the designated head and the spiritual father in the faith to this community of believers. He is also called to be a Servant of the God to the people. Moreover, he is to be the animator, motivating the people to work together, and at the same time to be the healer, bringing peace and unity. Consultation with parishioners, as individuals and as a member of the local faith community, is essential for a Pastor to carry out his duties faithfully, fruitfully and responsibly.

Parish Pastoral Council

Purpose

The Pastoral Council is the principal body under the authority of the Pastor that considers and proposes practical recommendations concerning the pastoral works in the St. Michael Catholic Church.

In those cases, expressly set forth in the Diocesan Statutes for the St. Michael Parish, the consultation or consent of the Pastoral Council must be sought and/or received by the Pastor before he can act validly. Therefore, unless otherwise specified, the Pastoral Council is a consultative body to the Pastor. (Please refer to Acts of Administration on pages 31-34 for further details.)

An active, well-formed Parish Pastoral Council is a key element for promoting the pastoral care of a parish, assuring accountability and assisting the pastor with his pastoral responsibilities.

The task of the pastoral council is "*to study and examine everything that relates to the works of the apostolate, and then to propose practical conclusions [recommendations], so as to promote conformity with the Gospel of the life and activity of the People of God*". (Vatican, Circular Letter About Pastoral Councils, paragraph 9)

Consultation

The Roman Catholic Church's Code of Canon Law encourages consultation at every level of decision-making among all God's people. Similarly, the Code also makes it clear that Pastors, Parochial Administrators and Deacons have certain responsibilities which are theirs alone.

Belgian Cardinal Leo Suenens, a leader within the Second Vatican Council, once noted that later misinterpretations of the Council have caused many people to believe that the Church is a democracy. "*The Church is not a democracy and not an aristocracy ... but a collegial reality.*" (cf: Catholic News Service, May 21, 1985, page 19)

Pope John Paul II, referring to the Ecclesiology of Communion, said: "*The Council's mention of examining and solving pastoral problems 'by general discussion' ought to find its adequate and structured development through a more convinced, extensive and decided appreciation for 'Parish Pastoral Councils,' on which the Synod Fathers have rightly insisted.*" (cf: Apostolic Exhortation, December 30, 1988, *Christifidelis Laici*, paragraph 27)

Rights, Duties and Competence

The Code of Canon Law provides for the formation of Parish Pastoral Councils in Canon 536:

"§1. *In every parish of the diocese, a Pastoral Council shall be established, if the diocesan Bishop, after consulting with the Council of Presbyters, so decides. The pastor presides over the Pastoral Council. The Pastoral Council is composed of members of the congregation together with those of the parish staff who have pastoral care by reason of their office. The Pastoral Council assists*

in promoting pastoral action in the parish. §2. A pastoral council possesses a consultative vote only and is governed by the norms established by the diocesan bishop."

NB: If the local bishop has not determined that each parish in his diocese should have one, there need not be a Pastoral Council in any parish in his entire diocese. If the bishop has in fact required each parish to have a Pastoral Council (as so promulgated by Bishop Sheridan in the St. Michael Catholic Church's Decree and Statutes), the law specifies that the Pastor of the parish presides of it, and the council has only a consultative* voice and vote.

(* The Code of Canon Law is filled with references to a "consultative vote" in a variety of contexts. A vote that is only *consultative* is not binding. In other words, members of the Pastoral Council may vote on an issue, in order to voice their opinion, however, after listening to the members, the Pastor of the parish may choose to adopt their suggestions or comments in full, in-part or not at all—and his decision stands.

While this may seem out-of-the-ordinary (compared to present day secular organizations), it is in keeping with the theological implications of the Church's understanding of the pastor as the leader of the parish. Since, the whole purpose of a parish is to foster the spiritual well-being of its parishioners, it has to be under the care and management of an ordained Roman Catholic priest (Canons 515§1 and 521§1).

The Pastoral Council enables the Pastor to obtain the input of members of the parish, and to hear how they stand on various issues affecting the parish—but, while they can offer him their advice, recommendations and opinions, the council members cannot proverbially "tell him what to do" nor does the council itself having any inherent decision-making authority itself. In other words, the Pastoral Council cannot make any decisions in the absence of the appointed Pastor of the parish church.

Members of the Council will always vote according to their individual consciences and expertise, and not as mere spokesperson of any groups or associations.

Furthermore, as noted in the Vatican's *Instruction on Certain Questions Regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of Priest* (Article 6,3) it states: "... the Pastor must preside ... decisions of a Pastoral Council are invalid if they are made at a council meeting where the Pastor has not presided, or if the council has gathered for a meeting against his wishes."

Consideration of including parish team leaders/members (those who are involved in the day-to-day ministry of the parish) may be needed. Team members may be invited to attend *some* pastoral council meetings, when their expertise or training may be of assistance to the council, at the request of the Chairperson and with the approval of the Pastor. Other *ex-officio** members may be invited and/or appointed at the discretion of the Pastor. However, their presence shall not dominate council meetings or stifle the voice of the general membership in attendance.

(**Ex-officio*: Refers to a council member, appointed by the Pastor in writing, who maintains a seat on a council because of the official parish position they hold. Examples include: Parochial Vicar, Parish Office/Business Manager, Parish Accountant, etc.)

The Pastoral Council is a consultative body, pastoral in nature, because it strives to discern the movement of the Holy Spirit among God's people in the parish. A Parish Pastoral Council gives its help to the pastor in fostering pastoral activity; it investigates, under the authority of the pastor, all those things which pertain to pastoral works to ponder them, and to propose practical conclusions about them. It is essential that Council meetings occur in the context of prayer and openness to the Holy Spirit, so that at all times the common good will prevail.

Specifically, the Parish Pastoral Council's purpose is to enhance the process of:

- Pastoral planning;
- Developing pastoral programs;
- Improving pastoral services; and
- Evaluating the pastoral effectiveness of various parish programs and services.

Although the Council is not a body which makes binding decisions, the recommendations of the Pastoral Council are to be taken seriously by the Pastor when grounded in prayer, discernment and communal wisdom.

NB: There always remains intact the right enjoyed by all Christians, including those who are not members of the Pastoral Council, of making known directly to their pastors, always in truth and prudence and with the integrity of faith preserved, their needs and desires, and they are to do so with that liberty and confidence which belong to the children of God and brothers in Christ.

(Vatican Circular Letter About Pastoral Councils, paragraph 9)

Pastor/President:

The Pastor presides over the Pastoral Council. The Pastor is responsible for the final approval of Council recommendations concerning all matters relating to pastoral care and the pastoral services of the local parish church, as well as for their implementation. While the pastor is not obliged to follow the recommendations of the Finance Council, it is understood that he ought to do so, unless there is a compelling reason to do otherwise. If there is such a reason, the pastor should share this with the Councils.

Council Officers:

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 scheduled July meeting. Newly elected officers will assume their roles immediately upon election.

Pastor/President: The Pastor shall have the right to call a meeting of the council, to preside over the council, to determine the topics and questions to be treated by it, and to receive proposals from its members, to accept or reject the results of the Council’s deliberation and to promulgate decisions derived thereof.

Additionally, the Pastor shall report to the Christian Faithful of the St. Michael Parish, a written account of the financial status of the church, including a balance sheet and statement of revenues and expenses (Canon 1287§2) at least annually.

The Pastor shall ensure that the appropriate civil laws are followed in the employment of workers and contracted staff. Employees of the parish shall be given “a just and decent wage” in order to provide for themselves and their families’ needs (Canon 1286).

Chairperson: The Chairperson shall lead the meeting discussions and processes in a parliamentary manner*. In close consultation with the Pastor, he/she will be responsible for preparing the Meeting Agenda and any other duties so assigned or delegated by the Pastor.

(* The Parish Pastoral Council’s meeting format, discussions and post-meeting report minutes should be governed by the Robert’s Rule of Order, which sets forth effective and efficient practices. It sets the general and accepted guidelines for such issues as: opening and closing meetings; proposing, seconding, and voting on motions; “tabling” a discussion topic to a later meeting, etc.)

Vice-Chairperson: Shall lead the meeting discussions and decision-making processes in the Chairperson’s absence or at the chairperson’s request; with delegated responsibilities.

Secretary: The Secretary will be responsible for the recording and distribution of minutes, notifying members of upcoming meetings, maintaining a permanent record of each member’s tenure and of business conducted by the Council, and any other duties so assigned by the Pastor or Chairperson.

Council officers shall serve one year and are eligible for re-election for one additional year* in the same office. Vacancies in office shall be filled through election by the members of the Council at the next regular meeting. Elections shall be by written ballot of those present. Voting shall proceed in the following order: Chairperson, Vice-Chairperson and Secretary. Officers shall be elected by a simple majority of those voting.

(* The term “year” shall mean the period commencing with the beginning of the fiscal year of July 1 and ending with the adjournment of the Council meeting the following July.)

Membership:

Council members may be freely appointed by the Pastor. The process used for identifying new council members may vary from parish-to-parish, however it ought to include some opportunity for parishioners to participate. The entire process needs to be permeated with private and public

prayer to the Holy Spirit. The intention may be included in the parish's Prayers of the Faithful as a local intercession at each Mass also.

Ordinarily, the composition of the Council should be a balance of diverse members of the local parish community.

The number of council members should consist of not less than 5, and no more than 13 members.

The Pastor may appoint additional members to the council. Councilors are to be chosen so as to truly reflect the wisdom of the parish community. When parishioners understand the Council ministry and have an opportunity to discern which parishioners are suited for it, they can contribute enormously to the inputs of councilors to the Pastor.

Serving on the council is a ministry to the whole parish church. It should not be perceived as an implied right, but as a privilege to serve on a parish's council. When considering membership on the council, the following criteria shall be kept in mind. Potential candidates shall be:

- A registered member of the St. Michael Catholic Church;
- A baptized Roman Catholic in good standing (in full communion with the Church);
- Of proven faith and of sound morals;
- One who demonstrates the gifts of wisdom, patience and prudence; and
- Willing to commit their time, talents and wisdom in a consultative and collaborative manner for the good of the parish's faith community.

Council members should have the ability to reflect prayerfully, and to recognize and respect the myriad of others' viewpoints.

Official Church documents state that the Pastoral Councils are to represent the people of God, but not in any civil legal litigation, however. Rather, council members are representative in that they are a witness and a voice of the parish's faith community to the Pastor.

(Vatican Circular Letter About Pastoral Councils, paragraph 7)

The Pastoral Council is a representative body, rather than a body of representatives. A council member is not a representative for a particular neighborhood, age bracket, special interest group, political viewpoint or organization.

Members are required to attend scheduled, quarterly meetings of the council, as a minimum (in January, April, July, and October). Considering the responsibility entrusted to them, Pastoral Council members are expected to participate in an ongoing adult faith formation process.

Pastoral Council membership shall cease, when an appointed individual:

- Ceases to hold the required position to be an ex-officio member;
- Completes a three-year term;
- Fails to fulfill the member's duties as determined by the Pastor;
- Submits a letter of resignation, which is accepted by the Pastor; and/or
- Abandons the Catholic faith or does not live it out.

Meeting Agendas and Minutes

These Policies and Procedures explain the formulation of council meeting Agendas and, how items may be proposed for and placed on the Agenda. The council shall address matters presented in the written agenda and previously approved by the Pastor. Discussion items can be proposed by any of the council members or parishioners, but must be accepted by the Pastor, who retains the primary approval and oversight of the Council's Agenda, inasmuch as he is the Council President. The council must be notified of all matters to be addressed by means of an Agenda, sent out at least fifteen (15) calendar days prior to the Council's scheduled meeting.

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

(* Simple Majority and Quorum: A quorum is required for all meetings and council decisions which consists of a simple majority (50% +1); more than one-half of the total number of appointed Council members.)

Council members unable to attend two meetings per year are encouraged to re-evaluate their ability to be a contributing member of the parish's Council.

Members should notify the Pastor in advance, if they know they will not be able to attend a meeting.

Special (out of schedule 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.

Minutes shall be recorded by the Pastoral Council Secretary (or designee) and archived as part of the parish's permanent record in accordance with diocesan Record Retention policies.

Conflicts of Interest / Preclusion to Membership

Pastoral Council members owe the parish a duty of loyalty. The duty of loyalty requires a Pastoral Council member to act in the interest of the parish, rather than in the personal interest of the member or some other person or organization. In particular, the duty of loyalty requires a Pastoral Council member to avoid conflicts of interest that are detrimental to the parish.

Any person who may have a conflict of interest in view of other services, either paid or unpaid, rendered to the parish by the Pastoral Council member, the member's family or the member's business is ineligible to serve as a member of the Pastoral Council.

Likewise, if a subject matter to be raised in Council discussion/s involves a potential conflict of interest, the Pastor will ask the Council member/s to please leave the Council Chamber, so that the Council may deliberate openly on the subject and will promptly return once the discussion matter has been concluded.

No member of the family of an employee or relative of the Pastor may serve on the Pastoral Council.

Neither the Councils' members nor any of its committees' members shall own or operate any separate bank accounts or handle monetary transactions involving the St. Michael Catholic Church.

All funds raised by the Council or any of its committees shall be deposited and officially tracked on the financial books of the parish and comply, at all times, with the fiscal policies set forth in the Diocese's Finance Manual.

Members of the Parish Pastoral Council may serve in other volunteer service roles in the parish, such as other committees or boards if, in the judgment of the Pastor, such dual service will not create conflict of interest situations. The role of the Pastoral Council should not be vitiated.

Terms of Service

Council members serve a three-year* term. Members may be re-appointed for no more than one additional, consecutive three-year* period.

(* The term "year" shall mean the period commencing with the beginning of the fiscal year of July 1 and ending with the adjournment of the Council meeting the following July.)

If a vacancy occurs at any time, the Pastor may fill the vacancy.

Responsibilities

The Pastoral Council does not generally proffer input into daily ministerial operations or Ordinary Acts of Administration, which are distinct from the council's responsibilities. Ordinary Acts of Administration include such things as: paid, staff personnel matters, purchase of liturgical supplies such as wine, hosts, etc.

The Pastor has the sole responsibility for these areas of health, welfare and commensurate payroll and time off for the parish's employed staff. Some elements of administration, belong to other parish groups, such as the Parish Finance Council.

The following are some of the pastoral activities, which could constitute agenda items for the Pastoral Council:

- Instruction in the full range of the faith and catechetical formation (child, juvenile, adult);
- Programs promoting gospel values, including issues of Social Justice and Respect Life;
- Accommodations and responsibilities to people with special needs;
- Outreach to alienated or fallen-away Catholics;
- Evangelization and ecumenical outreach;
- Programs of sacramental life and preparation;
- Promotion of Eucharistic devotion;

- Enhancement of programs for the sacramental preparation;
- Inculcation of prayer life, especially within families;
- Effective participation in the liturgy;
- Methods of acquaintance with parishioners;
- The welcoming of newcomers;
- Homebound visiting;
- Efforts at building community outreach;
- Motivation of the Spiritual and Corporal Works of Mercy;
- Efforts of special care for the sick and dying;
- Tangible concern for the poor, the afflicted, the lonely and the exiled;
- Fostering of solid Christian family life;
- Promotion of the lay apostolate;
- Strengthening of extra-parochial relations with the bishop, diocesan-pastoral efforts and a worldwide Catholic identity;
- Special role with parish stewardship activities; and
- Outreach to and inclusion of youth and young adults in the life of the parish.

Committees of the Council

There shall be an Executive Committee consisting of the Pastor and the Officers of the Council. The Executive Committee should prepare the Pastoral Council meeting agenda.

Other various committees may be established, which may report to a Pastoral Council or over which, the Pastor may preside directly to help him administer the Parish. Committee members may include any number of clergy, lay persons or religious from the parish.

Committee members shall have the rights and duties as specified by the Pastoral Council and Pastor. The committee will be given a written document, which outlines its: clear and specific Purpose, Objectives, Goals, intervals of updates the Finance Council, a Pastoral Council Point of Contact (POC) for questions, and a period of time or duration. These members shall be appointed by the Chairperson and confirmed by the Pastoral Council, with the approval of the Pastor.

It often makes sense to divide the Pastor Council into committees, to deal with the myriad of responsibilities and duties. The magnitude and complexity of the different committees depends upon the size, resources, obligations and needs of each particular parish. The Pastoral Council, following the priorities established by it, coordinates the work of these committees.

A committee is to make recurring reports (at least semiannually) to the Pastor and Pastoral Council.

The Essential Elements of Parish Life:

- ✓ Worship and Word;
- ✓ Service;
- ✓ Community;
- ✓ Leadership;
- ✓ Stewardship;
- ✓ Sacraments (especially the regular reception of Eucharist and Reconciliation); and the
- ✓ Sabbath/Sunday Mass.

The essential elements of parish life relate to the basic mission of the Church and will become the foundation of the parish's dialogue and reflection when creating a pastoral plan for the future.

Parish Pastoral Council members are encouraged to learn about these elements, reflect on them in their own experience as a parishioner and develop strategies and methods to engage the larger parish faith community in a reflection around these elements and taking responsibility for their implementation.

Vacancy of the Office of the Pastor

During a vacancy in the parish's Office of the Pastor (due to death, resignation or transfer of the Pastor), the Parish Pastoral Council does not cease to function and can be convened by the Parochial Administrator.

In the interest of continuity in the parish's work and mission, upon appointment of a new Pastor, up to one-half of the current members of the Pastoral Council may be replaced, but only after three months from the new Pastor's appointment. The remaining members may be replaced as the new Pastor determines after six months from the date of his pastorate appointment.

Confidentiality

Members shall maintain confidentiality on those matters designated as **confidential**. Materials such as meeting minutes and review materials should not be disclosed to others, if the material/s is designated as **confidential**.

Pastoral Council meetings are typically **open** to the parish community at-large, however, there may be occasions which arise, when the Pastor finds it most prudent, to **close** the council's meeting due to extremely sensitive information to be discussed during that meeting. It is at the sole discretion of the Pastor, on these occasions, to preside over **closed** council meetings. **Closed** council meetings should be the exception, not become the norm or rule of council meeting practice.

An **open** meeting means anyone may attend. However, that a meeting is **open** does not grant voice (e.g., the right to address the body) to anyone who is not an elected, appointed or ex officio member of the consultative body. Those who are not members of the committee attend solely as observers.

The Pastor may, at his discretion, grant voice to invited visitors, presenters, or observers on a case-by-case basis. Voice is generally granted for the specific purpose of addressing the council/s on a *particular topic* at a particular time. For example, if the finance committee is considering how to finance a capital need, it may ask an expert on fundraising to address them on possible options. However, being granted voice at one point in a meeting, does not grant that person an actual or inferred right to address or even ask questions of the council/s on other topics or at any other time.

The St. Michael Parish Church's Pastoral and Finance Council meetings are not subject to compliance with the Colorado Revised Statute (C.R.S.) 24-6-401, Open Meetings Law (Colorado Sunshine Law), because they are not local or state-level governmental body meetings responsible for the formulation of public policy; they are advisory bodies required by the laws of the Church.

Collectively, the Pastor in collaboration with the Pastoral and Finance Councils shall find and agree upon the best ways to keep the general parish faith community informed and involved in key issues and decisions facing the St. Michael Catholic Church.

Negligence

Negligence is the failure to act as a reasonably prudent person would act in like circumstances in the administration of the parish or an unwillingness to exercise reasonable care in the administration leading to an injury of persons or damage to the St. Michael Catholic Church's property. Negligence includes the following:

- The use of property, assets or money for purposes which are not of benefit, or which are determinantal to, the St. Michael Catholic Church;
- Failure to comply with norms, policies and procedures for the good of the parish church; and/or
- Holding oneself out to others with implied authority to transact business beyond the actual authority granted by universal or particular law or the diocese's statutes and these policies and procedures.

Alienation of Ecclesiastical Goods

The Pastor acts validly in the alienation of ecclesiastical goods of the stable patrimony of the St. Michael Catholic Church, when he first hears from the Pastoral Council and Finance Council and secures subsequent written permission of the Bishop of Diocese of Colorado Springs (Canon 1291).

Acts of Alienation, include the following:

- The sale, exchange, mortgage or divestiture of immovable parish church property;
- The sale, exchange, mortgage or divestiture of objects of art, historical documents or moveable property of great importance; or
- The sale, exchange, mortgage or divestiture of goods given to the parish church by vow.

The Pastor shall have the authority to alienate validly the non-patrimonial assets of the St. Michael Catholic Church according to the process identified in the Acts of Administration portion of this document.

Amendments

These Policies and Procedures 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.

Parish Finance Council

Purpose

The Parish Finance Council is a group under the authority of the Pastor, that “assists the pastor in the administration of the goods [including finances]” and in the administration of parish temporal matters of the St. Michael Catholic Church (Canon 537).

In those cases, expressly set forth in the Diocesan Statutes for the St. Michael Parish, the consultation or consent of the Finance Council must be sought and received by the Pastor before he can act validly. Therefore, unless otherwise specified, the Finance Council is a consultative body to the Pastor. (Please refer to Acts of Administration on pages 31-34 for further details.)

An active, well-formed Parish Finance Council is a key element for promoting the financial health of a parish, assuring accountability and assisting the pastor with his temporal responsibilities.

The Council is competent to address all matters that concern the present and future financial wellbeing of the parish, with the exception of those that, according to the law, should be treated through another forum.

Consultation

The Roman Catholic Church’s Code of Canon Law encourages consultation at every level of decision-making among all God's people. Similarly, the Code also makes it clear that Pastors, Parochial Administrators and Deacons have certain responsibilities which are theirs alone.

Belgian Cardinal Leo Suenens, a leader within the Second Vatican Council, once noted that later misinterpretations of the Council have caused many people to believe that the Church is a democracy. *“The Church is not a democracy and not an aristocracy ... but a collegial reality.”* (Catholic News Service, May 21, 1985, page 19)

Pope John Paul II, referring to the Ecclesiology of Communion, said: *“The Council's mention of examining and solving pastoral problems 'by general discussion' ought to find its adequate and structured development through a more convinced, extensive and decided appreciation for 'Parish Pastoral [and Finance] Councils', on which the Synod Fathers have rightly insisted.”* (Apostolic Exhortation, December 30, 1988, *Christifidelis Laici*, paragraph 27)

In the administration of temporal goods of the parish, Canon 532 defines the role of the Pastor as the authoritative representative of the parish. The Pastor is the administrator of the ecclesiastical goods belonging to the parish. (Canon 1279§)

“The Pastor represents the parish in all juridic affairs in accord with the norm of law; he is to see to it that the goods of the parish are administered in accord with the norms of Canons 1281-1288.”

Canon 537 introduces the Parish Finance Council as a mandated body, having an advisory and consultative role with the Pastor.

“Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council the Christian faithful, selected according to the same norms, aid the pastor in the administration of parish goods with due regard for the prescription of Canon 532.”

Every parish therefore is required to have a Parish Finance Council, both by adherence to the Code of Canon Law and by local promulgated norms issued by the diocesan bishop. To be effective the Parish Finance Council should meet regularly (a minimum of quarterly) with specific Agendas and should have access to all the relevant financial information and policies of the parish.

Rights, Duties and Competence

The Finance Council works closely with the Pastor, who is accountable to the diocesan bishop for the administration and stewardship of the temporal goods* of the parish. The Pastor, according to Canon Law, has among his responsibilities, the responsibility for parish financial and temporal management*.

(*Temporal goods and management thereof of secular properties/possessions of the church.)

The Finance Council is a consultative body that assists the pastor in meeting these obligations. While the Parish Finance Council does not generally have decision making authority, consultation is at the heart of the decision-making process of Pastors – sharing information, listening, contributing to the discussion and promoting consensus.

The Catholic Church’s Code of Canon Law states that the Pastor is obligated to consult the Finance Council on certain matters. Although the pastor is not obliged to always follow the recommendations of the Finance Council, the pastor should not act against such advice capriciously, especially when there is a majority of council consensus, unless there is a significant overriding reason. In other words, a prudent Pastor would not ignore the advice of the Finance Council, unless there was a serious reason to do so. When acting contrary to its recommendations the pastor should provide an explanation to the Finance Council regarding the reasons for his contrary decision.

In order to be effective in their responsibilities as members of the Parish Finance Council, members should have a love for the Church and its mission, and develop a thorough understanding of the parish’s mission, goals, people and resources. The members should have knowledge of diocesan statutes and policies regarding temporal issues and other financial matters.

It is the pastor’s responsibility to give the members appropriate background and enrichment, so they are able to carry out their duties effectively and responsibly.

Pastor/President:

The Pastor presides over the Finance Council. The pastor is responsible for the final approval of Council recommendations concerning all matters relating to finances and the temporal goods of the local parish church, as well as for their implementation. While the pastor is not obliged to follow the recommendations of the Parish Finance Council, it is understood that he ought to do so, unless there is a compelling reason to do otherwise. If there is such a reason, the pastor should share this with the Councils.

After hearing from the Parish Finance Council, and with the consent of the Bishop, the Pastor shall invest money which is left over after expenses and can be usefully set aside for the purposes of the parish (Canon 1284§2, 6).

At the end of each fiscal year (or calendar year), the Pastor shall draw up a financial report of the administration of the parish (Canon 1284§2, 8). (NB: This report may be drafted and submitted as the parish's annual financial auditor report of findings also.)

Additionally, the Pastor shall report to the Christian Faithful of the St. Michael Catholic Church, a written account of the financial status of the church, including a balance sheet and statement of revenues and expenses (Canon 1287§2) at least annually.

Council Officers:

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 scheduled July meeting. Newly elected officers will assume their roles immediately upon election.

Pastor/President: The Pastor shall have the right to call a meeting of the council, to preside over the council, to determine the topics and questions to be treated by it, and to receive proposals from its members, to accept or reject the results of the Council's deliberation and to promulgate decisions derived thereof.

The Pastor shall prepare an annual budget of income and expenses for the parish. After consulting the Parish Finance Council, the Pastor shall implement the parish budget (Canon 1284§3).

The Pastor shall ensure that the appropriate civil laws are followed in the employment of workers and contracted staff. Employees of the parish shall be given "a just and decent wage" in order to provide for themselves and their families' needs (Canon 1286).

Chairperson: The Chairperson shall lead the meeting discussions and processes in a parliamentary manner*. In close consultation with the Pastor, he/she will be responsible for preparing the Meeting Agenda and any other duties so assigned or delegated by the Pastor or Parish Administrator.

(* The Finance Council’s meeting format, discussions and post-meeting report minutes should be governed by the Robert’s Rule of Order, which sets forth effective and efficient practices. It sets the general and accepted guidelines for such issues as: opening and closing meetings; proposing, seconding, and voting on motions; “tabling” a discussion topic to a later meeting, etc.)

Vice-Chairperson: Shall lead the meeting discussions and processes in the Chairperson’s absence or at the chairperson’s request; with delegated responsibilities.

Secretary: The Secretary will be responsible for the recording and distribution of minutes, notifying members of upcoming meetings, maintaining a permanent record of each member’s tenure and of business conducted by the Council, and any other duties so assigned by the Pastor or Chairperson.

Council officers shall serve one year and are eligible for re-election for one additional year* in the same office. Vacancies in office shall be filled through election by the members of the Council at the next regular meeting. Elections shall be by written ballot of those present. Voting shall proceed in the following order: Chairperson, Vice-Chairperson and Secretary. Officers shall be elected by a simple majority of those voting.

(* The term “year” shall mean the period commencing with the beginning of the fiscal year of July 1 and ending with the adjournment of the Council meeting the following July.)

Membership:

Council members may be freely appointed by the Pastor. The process used for identifying new council members may vary from parish-to-parish, however, it ought to include some opportunity for parishioners to participate. The entire process needs to be permeated with private and public prayer to the Holy Spirit. The intention may be included in the parish’s Prayers of the Faithful as a local intercession at each Mass also.

Ordinarily, the composition of the Council should be a balance of diverse members of the local parish community.

The number of council members should consist of not less than 5, and no more than 13 members.

The Pastor may appoint additional members to the council. Councilors are to be chosen, so as to truly reflect the wisdom of the parish community. When parishioners understand the Council ministry and have an opportunity to discern which parishioners are suited for it, they can contribute enormously to the suggestions of councilors to the Pastor.

Serving on the council is a ministry to the whole parish church. It should not be perceived as an implied right, but as a privilege to serve on a parish’s council. When considering membership on the council, the following criteria shall be kept in mind. Potential candidates shall be:

- A registered member of the St. Michael Catholic Church;
- A baptized Roman Catholic in good standing (in full communion with the Church);
- Of proven faith and of sound morals;
- One who demonstrates the gifts of wisdom, patience and prudence; and
- Willing to commit their time, talents and wisdom in a consultative and collaborative manner for the good of the parish's faith community.

Council members should have the ability to reflect prayerfully, and to recognize and respect the myriad of other's viewpoints.

The Finance Council is a representative body rather than a body of representatives. A council member is not a representative for a particular neighborhood, age bracket, special interest group, political viewpoint or organization.

Members are required to attend scheduled, quarterly meetings of the council, as a minimum (in January, April, July, and October). Considering the responsibility entrusted to them, Finance Council members are expected to participate in an ongoing adult faith formation process.

Consideration of including parish team leaders/members (those who are involved in the day-to-day ministry of the parish) may be needed. Team members may be invited to attend *some* pastoral council meetings, when their expertise or training may be of assistance to the council, at the request of the Chairperson and with the approval of the Pastor. Other *ex-officio** members may be invited and/or appointed at the discretion of the Pastor. However, their presence shall not dominate council meetings or stifle the voice of the general membership in attendance.

(**Ex-officio*: Refers to a council member, appointed by the Pastor in writing, who maintains a seat on a council because of the official parish position they hold. Examples include: Parochial Vicar, Parish Office/Business Manager, Parish Accountant, etc.)

Parish Finance Council membership shall cease, when an appointed individual:

- Ceases to hold the required position to be an ex-officio member;
- Completes a three-year term;
- Fails to fulfill the member's duties as determined by the Pastor;
- Submits a letter of resignation, which is accepted by the Pastor; or
- Abandons the Catholic faith or does not live it out.

Meeting Agendas and Minutes

These Policies and Procedures explain the formulation of council meeting Agendas and, how items may be proposed for and placed on, the Agenda. The council shall address matters presented in the written agenda and previously approved by the Pastor. Discussion items can be proposed by any of the council members or parishioners, but must be accepted by the Pastor, who retains the primary approval and oversight of the Council's Agenda, inasmuch as, he is the Council President. The council must be notified of all matters to be addressed by means of an Agenda, sent out at least fifteen (15) calendar days prior to the Council's scheduled meeting.

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

(* Simple Majority and Quorum: A quorum is required for all meetings and council decisions which consists of a simple majority (50% +1); more than one-half of the total number of appointed Council members.)

Council members unable to attend two meetings per year are encouraged to re-evaluate their ability to be a contributing member of the Council.

Members should notify the Pastor in advance, if they know they will not be able to attend a meeting.

Special (out of schedule 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.

Minutes shall be recorded by the Finance Council Secretary (or designee) and archived as part of the parish's permanent record in accordance with diocesan Record Retention policies.

Conflicts of Interest / Preclusion to Membership

Finance Council members owe the parish a duty of loyalty. The duty of loyalty requires a Finance Council member to act in the interest of the parish, rather than in the personal interest of the member or some other person or organization. In particular, the duty of loyalty requires a Finance Council member to avoid conflicts of interest that are detrimental to the parish.

Any person who may have a conflict of interest in view of other services, either paid or unpaid, rendered to the parish by the Finance Council member, the member's family or the member's business is ineligible to serve as a member of the Finance Council.

Likewise, if a subject matter to be raised in Council discussion/s involves a potential conflict of interest, the Pastor will ask the Council member/s to please leave the Council Chamber, so that the Council may deliberate openly on the subject and will promptly return once the discussion matter has been concluded.

No member of the family of an employee or relative of the Pastor may serve on the Parish Finance Council.

Neither the Councils' members nor any of its committees' members shall own or operate any separate bank accounts or handle monetary transactions involving the St. Michael Catholic Church.

All funds raised by the Council or any of its committees shall be deposited and officially tracked on the financial books of the parish and comply at all times with the fiscal policies set forth in the Diocese's Finance Manual.

Members of the Finance Council may serve in other volunteer service roles in the parish, such as other committees or boards if, in the judgment of the Pastor, such dual service will not create conflict of interest situations. The role of the Finance Council should not be vitiated.

Recommended Areas for Finance Council Consultation

The advice of the Finance Council should be sought both for acts of ordinary administration and acts of Extraordinary Administration. However, the degree of consultation varies. For certain actions of day-to-day administration, the pastor does not need any specific authorization to carry out such acts, but may find it helpful to seek the advice of the Parish Finance Council even in these matters. (For example, while the purchase of ordinary amounts of office or liturgical supplies is within the pastor's authority, the Finance Council may be consulted to provide useful advice on strategies that reduce the cost of such recurring purchases.)

A parish will seek approval of the diocesan bishop prior to performing Extraordinary Acts of Administration. Extraordinary Acts of Administration are defined by local norms and sometimes by the particular statutes of the parish.

The advice of the Finance Council should be sought in the management of parish funds and banking arrangements. A limited number of bank accounts should be established. The Finance Council should approve a new bank account before it is opened.

The Finance Council should review the parish annual budget and parish annual report. They should ordinarily be involved in the preparation of both reports, particularly the budget report.

The Finance Council should provide assistance in the formulation and communication of the Annual Financial Report to the entire parish community, as required by Canon 1287§2.

Understandable, regular and complete communication to parishioners is a key responsibility of the Pastor or Parochial Administrator and an important area for the Parish Finance Council to assist. Transparent and regular communication helps to keep parishioners informed of the parish's condition, its priorities, its needs and progress on previously announced initiatives or projects.

Regularly review periodic (at least quarterly) financial reports (e.g., balance sheet, income statements, comparisons to budget as well as prior year results and cash flow analysis).

The Pastor must consult with the parish's Pastoral and Finance Councils on the construction or renovation of parish facilities, and rental agreements.

The Finance Council shall create a 3-to-5-year financial plan for the future operational matters of the parish church. The plan takes into account projected income and expenses based on past experience as well as a review of current and future economic, pastoral and physical needs.

Categories of Parish Funds

Within each Catholic parish church, there are three (3) separate, monetary categories that are regularly monitored (along with and part of) the weekly offertory, in accordance with published Vatican, USCCB and the Diocese of Colorado Springs' financial policy and procedures. Federal IRS and State of Colorado Department of Revenue laws and rules apply for religious non-profit entities also apply.

The three categories include: *Unrestricted*, *Restricted* and *Designated*.

Unrestricted refers to for example, the general weekly offertory monies of parishes that donors proffer to their parish church for its recurring operational activities (i.e., utilities, payroll, administrative costs, liturgical supplies, etc.). The donated monies are free to use as the parish church leadership deems necessary based on the parish's needs and its regular bills.

Restricted refers to any monies received by the church, which are specifically donor restricted. These include donations for: prayer parks, new statues, replating of communion vessels, etc. In short, the monies are restricted for a donor-intended, specific purpose and must be utilized only for the donor's implied intention.

In other words, if a donor gives \$500 for a bench in a prayer park, the Pastor and councils cannot arbitrarily divert and use that \$500 for another purpose, unless, the Pastor contacts the donor, and the donor freely releases their previous restriction and re-purposes their donation to/for another use within the parish. This is to be documented in a detailed, written form and retained for annual audit purposes.

Lastly, *Designated* refers to any parish monies that the Pastor (in consultation with the Pastoral and Finance Councils) sets or lays-aside in savings for a particular project or endeavor of the parish church. For example: Additional monies are intentionally set-aside to help facilitate accelerated mortgage or loan payments. In short, just as the parish's Pastor can "designate" the monies, he may "undesignate" them also, if/when needed, for other purposes. Consultation between the Pastor and Pastoral and Finance Councils is required in such instances.

Terms of Service

Council members serve a three-year* term. Members may be re-appointed for no more than one additional, consecutive three-year* period.

(* The term "year" shall mean the period commencing with the beginning of the fiscal year of July 1 and ending with the adjournment of the Council meeting the following July.)

If a vacancy occurs at any time, the Pastor may fill the vacancy.

Responsibilities

The Finance Council assists the Pastor in or with:

- By April 1, begin coordinating a draft budget for the parish for the upcoming fiscal year and making revisions until a balanced budget is achieved;

(NB: Fiscal Year Budgets are to be formulated and submitted using the diocese's prescribed Microsoft Excel spreadsheet format.)

- The Pastor will either return the budget to the Finance Council for revision, if he feels it needs more work, or approve and submit it to the Diocese by June 1 of the current year for the upcoming fiscal year;
- The parish's budget must (as near as possible) accurate income and expense line (e.g., in-and-out) figures for the USCCB and Diocese mandated Second Collections and the monthly methodology worksheet payments to the diocese's Finance Office.
(A methodology sheet, which must be completed and forwarded to the diocese's Finance Office by the 15th of each month—documents the previous month's offertory. After the subtraction of permitted or allowable deductions are taken from the gross offertory figure, the parish is mandated to tender to the Diocese of Colorado Springs 20% of the net offertory figure for its ministry activities and the parish distributes another 10% for local or diocesan charitable needs. (e.g., from the net offertory figure of each donor \$1 dollar received in each week: 70 cents (or percent) remain at the parish level for its expenses; 20 cents (or percent) goes to the Diocese of its ministry activities; and the remaining 10 cents (or percent) goes to local charities (i.e., a **70/20/10** method). The accuracy of the parish's methodology reports and payments are verified during the parish's Annual Financial Audit.)
- The responsibility to scrutinize the financial reports regularly to see that the guidelines that were set out as the budget was being prepared are being followed;
- Assessing effectiveness of existing fund-raising programs and recommend innovative programs or changes to existing programs if revenues are insufficient;
- Supporting diocesan and parish stewardship programs;
- As the budget undergoes review by the Pastor, Finance Council, and the parish's Office/Business Manager throughout the year, noticeable deviations may begin to occur. In such instances, budgeted monies may need to be moved from one line item to another to maintain a balanced budget at the end of the fiscal year.
- An evaluation of property and housing needs;
- Preparing and updating inventories;
- Advise regarding employment and other contracts to be entered into;
- Advise regarding social justice and environmental protection issues;
- Advise regarding repairs and improvements that are either necessary or beneficial;
- Establishing an investment policy and monitor the investments of the group;
- Assisting with building projects, and the eventual sales of property;
- Planning for repair, replacement, or service of property and equipment to ensure that the parish buildings and property are adequately maintained; and

- Reviewing maintenance and utility costs seeking to minimize costs through preventative maintenance, energy conservation, and the implementation of risk management programs and recommendations.

Committees:

There shall be an Executive Committee consisting of the Pastor and the Officers of the Council. The Executive Committee should prepare the Finance Council meeting agenda.

Other various committees may be established, which may report to a Finance Council or over which, the Pastor may preside directly to help him administer the Parish. Committee members may include any number of clergy, lay persons or religious from the parish.

Committee members shall have the rights and duties as specified by the Finance Council and Pastor. The committee will be given a written document, which outlines its: clear and specific Purpose, Objectives, Goals, intervals of updates the Finance Council, a Finance Council Point of Contact for questions, and a period of time or duration. These members shall be appointed by the Chairperson and confirmed by the Pastoral Council, with the approval of the Pastor.

It often makes sense to divide the Finance Council into committees, to deal with responsibilities and duties. The magnitude and complexity of the different committees depends upon the size, resources, obligations, and needs of each particular parish. The Finance Council, following the priorities established by the Parish Pastoral Council, coordinates the work of these committees.

A committee is to make recurring reports (at least semiannually) to the Pastor and Finance Council.

The work of the committees may encompass the following areas, for example:

1. Budget

- To assist the pastor in the preparation, presentation, and review of an annual budget for both operating and capital expenditures based upon the goals and objectives determined by the Parish Pastoral Council. This approved budget should be published and made available to parishioners.
- To study parish revenue and make recommendations to the Parish Pastoral Council for maintaining and increasing revenues in order to meet parish objectives and priorities.
- To periodically (e.g., monthly or quarterly) review income and expenditures and make recommendations as necessary to see that expenses are within set limits. Monitor parish contribution trends.
- To provide parishioners with periodic (e.g., semi-annual or annual), comprehensive written reports on the parish's financial position, including a statement of activity and balance sheet accounts. Consider oral reports to parishioners to elaborate on key results and issues.

- To review periodic financial audits of the parish performed by an independent auditor and advise on how to address and correct identified weaknesses. Assist in communicating results of audits to parishioners.
- To educate parishioners about stewardship and the need for parish involvement and support. If a parish has a separate stewardship committee this responsibility would fall to that committee.
- To review cost-cutting measures when necessary.

2. Facilities and Maintenance

- Advise the Pastor regarding the results of quarterly inspection of all parish facilities.
- Recommend repairs or replacements based on priorities established by these inspections.
- Assist in the development of guidelines concerning use of parish facilities.
- Assist in the development of parish energy conservation programs.
- Develop teams of parishioners who will donate time and talents for parish maintenance tasks, taking note of the extent to which, such work is allowed to be performed by volunteers under the guidelines of the diocesan risk management and insurance programs.
- Review the parish's risk management and loss prevention reports in order to ensure corrective action is taken where necessary.
- Ensure that the safety and security of the parish campus is addressed and reviewed regularly.

3. Financial Planning and Development

- To provide long-range planning for both the financial and physical needs of the parish.
- To work closely with the budget and maintenance committees, the Parish Pastoral Council, and other parish organizations to adequately plan and identify for, the long range financial and physical needs of the parish.

4. Stewardship

Stewardship Committee responsibilities will vary based on the parish's needs and situation, but should include some or all of the following:

- Assist the pastor and parish leadership in the overall design, implementation and periodic, recurring evaluation of the parish Stewardship process.
- Pursue available forms of communication to build awareness of Stewardship and parish activities, such as bulletins, parish website, newsletters, etc.
- Coordinate Stewardship efforts with the parish welcoming program.
- Review and revise, if necessary, the parish time, talent and treasure involvement (such as pledge or commitment forms) to be sure they appropriately represent the mission, ministries, activities and structure of our parish church.
- Consider how to best integrate and include Stewardship awareness into the parish's faith formation programs.

Relationship to the Pastoral Council

Since the Finance Council relates to the administrative responsibilities of the pastor, it should not be a part of the Pastoral Council structure. However, an officer from the Finance Council may serve as an ex-officio member of the Pastoral Council.

Communication between the two councils is essential to share information regarding the parish finances in order to implement the pastoral plans and priorities.

An appropriate means of communication should be developed between the Finance Council and the Parish Pastoral Council, and this should be done so as to ensure that the Finance Council does not enter into areas of policy and mission, which are the prerogative of the Pastoral Council. The Finance Council advises on the adequacy of resources to accomplish the mission and specific ministries of the parish.

What are Acts of Administration (Ordinary, Major Importance and Extraordinary) (Explained)

The Roman Catholic Church's Code of Canon Law distinguishes four major types of acts when dealing with temporal goods *: (cf: Canons 1254-1310)

- Acquisition;
- Possession;
- Administration; and
- Alienation.

(*Temporal goods are the secular properties and possessions of the church.)

Administration is an act that recurs on an almost daily basis. It comprises the preservation and improvement of property, the natural or artificial production of fruits or income from such property, and the useful application of such fruits or income to the proper persons or purposes.

Canonically, the administrator of church goods is the person who has direct power of governance over the juridic person to whom the goods belong, even though some other person (such as a treasurer or finance officer) may be charged with the day-to-day handling of business matters. In a parish church setting, it is the Pastor who is the appointed administrator of the church's goods.

Additionally, the Code speaks of three distinct types of *Acts of Administration*:

- **Ordinary Administration;**
- **Major Importance;** and
- **Extraordinary Administration.**

Nowhere, however, in the Code does it clearly define what are such acts.

Within the limits of **Ordinary Administration**, the Pastor can make appropriate donations from the assets of the parish. He is to determine within the limits of Ordinary Administration, what amount can be given and is encouraged to share these assets with the needy (Canon 1254§2).

Outside the limits of Ordinary Administration, the Pastor acts invalidly, unless has first obtained the written faculty from the Bishop (Canon 1281§1) and followed the norms indicated below.

Using universally accepted standards and norms, the following acts are considered to be **Acts of Ordinary Administration** (activities that occur regularly):

- Acceptance of an offering made to the Pastor or to the St. Michael Catholic Church with an extraordinary condition attached (Canon 1267§2);
- Establishing other checking, savings or brokerage accounts;
- The collection and banking of money acquired in approved ways (such as offertories);
- The collection of debts from creditors (unless court action is required);
- The collection of income from stocks, shares or bonds;
- Ordinary maintenance of parish buildings;
- Buying and selling what is required for the daily maintenance of the juridical person (e.g., the St. Michael Roman Catholic Church);
- The reparation of ordinary damage done to real estate (e.g., ordinary wear and tear) or to stable property (within certain limits);
- The administration of the money and goods of the juridical person;
- The renting of church property for relatively short periods of time;
- The acceptance of donations (to which no conditions or restrictions are attached);
- The payment of salaries to staff personnel and contractors;
- The payment of monthly methodology and taxes; and
- Certain short-term leases.

Acts of Major Importance are determined on the basis of the financial situation of the juridical person. Thus, what is of major importance for one entity might be considered routine or ordinary for another, because it is in a stronger financial position.

Acts of Major Importance require, for validity, that the Pastor consult with the Parish Finance Council and Pastoral Council, before requesting the written permission from the Bishop.

Acts of Major Importance, include (but are not limited to) the following, for example:

- Purchasing a parish vehicle;
- Remodeling rooms or buildings;
- Landscaping property; and
- Financial involvement of the parish in ecumenical or local community programs/projects.

Acts of Extraordinary Administration require, for validity, that the Pastor first receive the consent of the Parish Finance Council and Pastoral Council before requesting the written permission from the Bishop. Extraordinary Acts of Administration include the following:

- Accepting gifts or bequests of real property;
- Accepting or renouncing an inheritance, legacy, donation or foundation to which certain conditions are attached (for instance, accepting that the church's Parish Hall, in perpetuity, be named after a certain donor);
- To purchase immovable property (such as lands and buildings);
- To borrow large sums of money as a (temporary) loan;
- Building, tearing down, rebuilding or renovating any parish building or making extraordinary repairs to them;
- Establishing endowments or foundations;
- Beginning a Capital Campaign;
- Commencing or eliminating insurance or employee benefits programs;
- To establish a cemetery or school; and/or
- To enter into a lawsuit as one of the parties involved.

In addition to the specific acts of more important and Extraordinary Administration denoted above, the following norm shall govern Acts of Administration concerning spending in the aggregate* for capital purchases**, leases or contracts:

(* Formed or calculated by the combination of many separate units or items; in total.

** Items purchased such as plant or equipment items; land and buildings; investments; etc.)

- Expenditures up to \$15,000 are considered as acts of Ordinary Administration.
- Expenditures between \$15,001 and \$25,000 require the Pastor to consult* the Parish Finance Council before acting validly.
- Expenditures between \$25,0001 and \$50,000 require the Pastor to receive the consent** of the Parish Finance Council and Pastoral Council before acting validly.

- Expenditures in excess of \$50,000 require the Pastor to receive the consent** of the Parish Finance Council and the Pastoral Council and to receive written permission from the Bishop prior to acting validly.

(* Consult = The Pastor seeks information or advice from the councils' members regarding the proposed expenditure.

-- After gathering the totality of information, comments and recommendations, the Pastor has the final decision-making authority on whether to move forward with the proposed expenditure.

** Consent = The Pastor seeks and receives a simple majority vote (51%) of approval from the council's or councils' members to proceed forward with the proposed expenditure.

-- After gathering the totality of information, comments and recommendations, the Pastor must have secured a simple majority (51%) approval of the councils' members to proceed forward with the expenditure. If a simple majority is not secured, the Pastor may not proceed with the proposed expenditure.)

The Code of Canon Law provides that different procedures are to be followed in each Act of Administration. For instance,

- ✓ **Acts of Ordinary Administration** may be carried out by the Administrator acting alone, without the need of special verbal or written authorizations from the bishop or consultation or pre-authorizations with either the Finance or Pastoral Councils.
 - ✓ For **Acts of Major Importance**, prior consultation with the Pastoral and/or Finance Council and written permission from the Bishop is required,
- and,
- ✓ For **Acts of Extraordinary Administration**, the prior consent with the incumbent Bishop and the Pastoral and/or Finance Council is mandatory.

Vacancy of the Office of the Pastor

During a vacancy in the parish's Office of the Pastor (due to death, resignation or transfer of the Pastor), the Parish Finance Council does not cease to function and can be convened by the Parochial Administrator.

In the interest of continuity in the parish's work and mission, upon appointment of a new Pastor, up to one-half of the current members of the Finance Council may be replaced, but only after three months from the new Pastor's appointment. The remaining members may be replaced as the new Pastor determines after six months from the date of his pastorate appointment.

Confidentiality

Members shall maintain confidentiality on those matters designated as **confidential**. Materials such as meeting minutes and review materials should not be disclosed to others, if the material/s is designated as **confidential**.

Finance Council meetings are typically *open* to the parish community at-large, however, there may be occasions which arise, when the Pastor finds it most prudent, to *close* the council's meeting due to extremely sensitive information to be discussed during that meeting. It is at the sole discretion of the Pastor, on these occasions, to preside over *closed* council meetings. *Closed* councils meetings should be the exception, not become the norm or rule of council meeting practice.

An *open* meeting means anyone may attend. However, that a meeting is *open* does not grant voice (e.g., the right to address the body) to anyone who is not an elected, appointed or ex officio member of the consultative body. Those who are not members of the committee attend solely as observers.

The Pastor may, at his discretion, grant voice to invited visitors, presenters, or observers on a case-by-case basis. Voice is generally granted for the specific purpose of addressing the council/s on a *particular topic* at a particular time. For example, if the finance committee is considering how to finance a capital need, it may ask an expert on fundraising to address them on possible options. However, being granted voice at one point in a meeting, does not grant that person an actual or inferred right to address or even ask questions of the council/s on other topics or at any other time.

The St. Michael Parish Church's Pastoral and Finance Council meetings are not subject to compliance with the Colorado Revised Statute (C.R.S.) 24-6-401, Open Meetings Law (Colorado Sunshine Law), because they are not local or state-level governmental body meetings responsible for the formulation of public policy; they are advisory bodies required by the laws of the Church.

Collectively, the Pastor in collaboration with the Pastoral and Finance Councils shall find and agree upon the best ways to keep the general parish faith community informed and involved in key issues and decisions facing the St. Michael Catholic Church.

Negligence

Negligence is the failure to act as a reasonably prudent person would act in like circumstances in the administration of the parish or an unwillingness to exercise reasonable care in the administration leading to an injury of persons or damage to parish church property. Negligence includes the following:

- The use of property, assets or money for purposes which are not of benefit, or which are determinantal to, the St. Michael Catholic Church;
- Failure to comply with norms, policies and procedures for the good of the parish church; and/or
- Holding oneself out to others with implied authority to transact business beyond the actual authority granted by universal or particular law or the diocese's statutes and these policies and procedures.

Alienation of Ecclesiastical Goods

The Pastor acts validly in the alienation of ecclesiastical of the stable patrimony* of the St. Michael Catholic Church, when he first hears from the Pastoral Council and Finance Council and secures subsequent written permission of the Bishop of Diocese of Colorado Springs (Canon 1291).

(* Stable patrimony refers to durable real and personal property (in Canonical terms, immovable ecclesiastical property, and movable ecclesiastical property, not consumed in its use) held by the St. Michael Catholic Church for an indefinite period.)

Acts of Alienation, include the following:

- The sale, exchange, mortgage or divestiture of immovable parish church property;
- The sale, exchange, mortgage or divestiture of objects of art, historical documents moveable property of great importance; or
- The sale, exchange, mortgage or divestiture of goods given to the Church by vow.

The Pastor shall have the authority to alienate validly the non-patrimonial assets of the St. Michael Catholic Church according to the process identified in the Acts of Administration portion of this document.

Amendments

These Policies and Procedures 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.

Additional Needed Parish-Level Policy and Procedures

The Pastor is to ensure that the parish church has published detailed instructions and maintains compliance with them, concerning the following areas of fiscal activities (as a minimum):

- Fundraising Activities;
- Gambling Activities;
- Financial Reimbursement; and
- Mass Stipends; and Renumerations for Visiting Priests.

Parish-Level Capital Improvement Fund

Starting the FY2022-2023 budget cycle (i.e., July 1, 2022), the St. Michael Catholic Church will consistently maintain a Capital Improvement Fund (CIF). This CIF will contain designated contributions that are to be *restricted* and managed outside of the parish's General Operating Budget. The CIF will be utilized only for making improvements to the parish's buildings and grounds (including the Church, Rectory and Office/RE classroom buildings). Amount expenditures will comply with the protocols for Acts of Extraordinary Administration, enumerated on pages 33-34 of this document.

List of Resources and References Used

Roman Catholic Church, Code of Canon Law, 1983.

(https://www.vatican.va/archive/cod-iuris-canonici/cic_index_en.html)

Roman Catholic Church, *Ecclesiae de Mysterio* (Instruction On Certain Questions Regarding the Collaboration of the Non-Ordained Faithful in the Sacred Ministry of Priest), 1997.

([https://saintmichaelcalhan.diocs.org/Portals/1/ECCLESIAE%20DE%20MYSTERIO%20\(1997\).pdf?ver=V6w8fZGLGb1Ugm9Ves_04g%3d%3d](https://saintmichaelcalhan.diocs.org/Portals/1/ECCLESIAE%20DE%20MYSTERIO%20(1997).pdf?ver=V6w8fZGLGb1Ugm9Ves_04g%3d%3d))

Roman Catholic Church, *Omnes Christifideles* (Circular Letter about Pastoral Councils), 1973.

(https://www.vatican.va/roman_curia/congregations/cclergy/documents/rc_con_cclergy_doc_19730125_omnes-christifideles_it.html)

USCCB, Parish Staffs and Parish Councils Planning Ideas, Undated.

(<https://www.usccb.org/resources/parish-staffs-and-parish-councils-panning-ideas>)

USCCB, Diocesan Financial Management: A Guide to Best Practices, Undated.

(<https://www.usccb.org/about/financial-reporting/upload/diocesan-financial-management.pdf>)

Diocese of Colorado Springs, 3/31/2014, Record Retention Policy (applicable to all parishes within the Diocese of Colorado Springs).

([https://saintmichaelcalhan.diocs.org/Portals/1/Councils/Document%20Retention%20Policy%20\(03-31-14\).pdf?ver=y7y8pnUYaYeJrGnpgPGyRA%3d%3d](https://saintmichaelcalhan.diocs.org/Portals/1/Councils/Document%20Retention%20Policy%20(03-31-14).pdf?ver=y7y8pnUYaYeJrGnpgPGyRA%3d%3d))

Diocese of Colorado Springs, 12/5/2014, Decree (from Bishop Michael J. Sheridan), Statutes of the St. Michael Catholic Church in Calhan, CO.

(https://saintmichaelcalhan.diocs.org/Portals/1/Councils/1_St%20Michael%20Statutes.pdf?ver=tnAL6nK5xpxH3hUbrIdV0A%3d%3d)

Diocese of Colorado Springs, 12/5/2014, Decree from Bishop Michael J. Sheridan, Pastoral Council Statutes, St. Michael Catholic Church in Calhan, CO.

(https://saintmichaelcalhan.diocs.org/Portals/1/Councils/2_St%20Michael%20Pastoral%20Council%20Statutes.pdf?ver=tsiqmWHTUxSeDvYva-LqDw%3d%3d)

Diocese of Colorado Springs, 12/5/2014, Decree from Bishop Michael J. Sheridan, Finance Council Statues, St. Michael Catholic Church in Calhan, CO.

(https://saintmichaelcalhan.diocs.org/Portals/1/Councils/3_St%20Michael%20Finance%20Council%20Statutes.pdf?ver=B37StqH8qC3XZ6hHsgglSQ%3d%3d)

List of Resources and References Used (Continued)

Diocese of Colorado Springs, 7/1/2001, Accounting Policy and Procedures (applicable to all parishes within the Diocese of Colorado Springs).

Canon Law Made Easy, Canon Law and Parish / Finance Councils, 2014.
(<https://canonlawmadeeasy.com/2014/10/02/canon-law-and-parish-councils/>)

Parish Pastoral Councils, Undated.
(<https://www.pastoralcouncils.com>)