



# Parish of the Holy Eucharist

Administration and Pastoral Offices: 266 Foreside Road, Falmouth, ME 04105

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## PARISH OF THE HOLY EUCHARIST FINANCE COUNCIL BYLAWS

### ARTICLE ONE: NAME

#### Section One

**Name:** The name of the organization is the Parish of the Holy Eucharist Finance Council.

#### Section Two

**Foundation:** 1983 Code of Canon Law, Canon 537 mandates the establishment of a finance council for each parish. Canon 537 states that “[i]n 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...”.

### ARTICLE TWO: BACKGROUND AND PURPOSE

#### Section One

**Purpose:** The purpose and duties of the Finance Council derive from Canon Law requirements for the establishment of a Diocesan Finance Council by the Bishop of a Diocese (Canon 492). The duties of the Diocesan Finance Council include preparation of a yearly “budget of the income and expenditures which are foreseen for the entire governance of the diocese in the coming year and at the end of the year examines an account of the revenues”. (Canon 493). The duties of the Finance Council (hereinafter “the Council”) are similarly derived from Canon 493.

1. The Council is a consultative body to the Pastor
2. The Council provides expertise and consultation to the Pastor through financial analysis, planning, budgeting, and policy development.
3. The Finance Council ensures close observance of church and civil law in all financial, business and administrative matters of the Parish.

#### Section Two

##### Duties of the Finance Council

1. The Council shall assist the Pastor by:
  - a....developing and making recommendations regarding the annual budget in accordance with the goals and objectives recommended by the Pastoral Council and approved by the Pastor and regularly monitoring the performance thereof.
  - b. by reviewing at each meeting an accurate balance sheet and income statements listing year-to-date and most recent month’s actual and budget amounts.
  - c. developing and monitoring the existence and effectiveness of internal controls over the assets of the Parish.
  - d. monitoring investments in accordance with diocesan policy.

**Holy Martyrs Church**  
266 Foreside Road  
Falmouth, ME 04105

**Sacred Heart Church**  
326 Main Street  
Yarmouth, ME 04096

**St. Gregory’s Church**  
24 North Raymond Road  
Gray, ME 04039

**St. Jude Church**  
134 Main Street  
Freeport, ME 04032

- e. developing a thorough and understandable financial report to be presented to all parishioners annually.
- f. overseeing the maintenance of all parish financial records, including but not limited to deeds, titles of ownership and census information.
- g. ensuring that an accurate, detailed inventory of parish assets is maintained, including a complete description and appraisal.
- h. studying and making recommendations regarding “acts of extraordinary administration”. Such acts occur infrequently and are defined by Church Law. These acts may include the sale of parish property or a major financial transaction.

### **Section Three**

**Implementation of Recommendations:** The Finance Council does not implement its recommendations to the Pastor. Implementation is the responsibility of the Pastor, the staff, the commissions, and/or other organizations in the Parish.

## **ARTICLE THREE: MEMBERSHIP**

### **Section One**

**Council Membership:** Members of the Finance Council are approved by the Pastor.

1. The Council shall have a minimum of nine members.
  - a. There is no requirement that each Church within the Parish have equal representation on the Council.
2. Members are chosen from a group presented to the Pastor for nomination from the Council itself or from the Parish at large.
3. The Pastor shall seek individuals to serve on the Council who are qualified in accounting, finance, property management, and/or business matters.
4. The Pastor shall insure that representation on the Council is balanced and incorporates the following groups:
  - a. Lay men and women and religious;
  - b. Individuals with various expertise;
  - c. Individuals of various ages; and
  - d. Individuals from all the churches within the Cluster Parish;
5. The Parish Accountant is not a member of the Council but may attend meetings upon the Pastors request.

**Other Parish Staff:**

1. Paid staff members and their immediate family members may not be members of the Council.
2. Other paid staff of the Parish do not generally attend Council meetings unless invited to attend because of their expertise.

### **Section Two**

**Terms of Membership:**

1. Initial membership of the Council is limited to two successive three year terms.
  - a. Individuals may subsequently be considered for membership on the Council after a full year’s absence from the Council.
  - b. Initially terms will be staggered and determined by lot.

## **ARTICLE FOUR: MEETINGS OF MEMBERS**

### **Section One**

#### **Times and Place of Meetings:**

1. The Finance Council will meet prior to the Pastoral Council scheduled meetings.
2. All meetings are called by the Pastor.
3. A non-council member is responsible for recording the minutes. This individual will be responsible for distributing the minutes to members of the Council within 14 of the Council meeting, as well as posting them on the POTHE website after they are approved by the Council.
4. The meeting place shall be rotated between the facilities of each of the four churches making up the Parish.
5. Meetings shall be open to all parishioners except when the Pastor or Finance Council determines that an issue requires confidentiality and an Executive Session is required.
6. The Council shall meet in regular session a minimum of four times per year.

#### **Agenda:**

1. The agenda of the meeting is prepared by the Chairperson and is approved by the Pastor.
2. The Council discusses any and all temporal matters relating to the life of the people in the Parish.

### **Section Two**

#### **Meeting in the Absence of the Pastor**

1. The Council shall not meet in the absence of the Pastor.
2. "Work sessions", called by the Chairperson, may take place in the absence of the Pastor.

## **ARTICLE FIVE: OFFICERS**

### **Section One**

**President:** The Pastor is the President of the Finance Council.

**Other Officers:** The officers of the Finance Council shall consist of the Chairperson, the Vice-Chairperson, whom shall be nominated by the Council and approved by the Pastor.

1. All officer nominations must be approved by the Pastor.
2. The Pastor shall never act as Chairperson of the Council.

### **Section Two**

**Terms:** Officers shall serve a term of one year. Terms of office are renewable.

### **Section Three**

#### **Duties of Officers:**

1. The Chairperson shall preside at all Council meetings, appoint committee members, and perform such other duties as associated with the office.
2. The Vice-Chairperson shall assume the duties of the Chairperson in the absence of the Chairperson.

## **ARTICLE SIX: SUBCOMMITTEES**

### **Section One**

#### **Composition:**

1. There may be subcommittees of the Council, identified either by location or by function.
2. Members of subcommittees need not be members of the Finance Council.
3. The Chairperson of the Council shall nominate subcommittee members for approval by the Pastor.
4. Subcommittee members shall nominate the Chairperson of each subcommittee for approval by the Pastor.

### **Section Two**

#### **Types of Subcommittees:**

1. The subcommittees may include, but are not limited to
  - a. Property
  - b. Budget and Reporting
  - c. Development
  - d. Cemetery

### **Section Three**

#### **Subcommittee Reports:**

1. Reports of subcommittees are made to the Council at its request.
2. Subcommittee reports shall not form the greater part of the agenda of Council meetings.

## **ARTICLE SEVEN: REPORT TO BISHOP**

### **Section One**

#### **Format:**

1. The Pastor and Finance Council members will sign a statement to the Bishop within the first quarter of each year.
2. This statement will contain the following:
  - a. names and professional titles of all members of the Council;
  - b. dates when the council met during the previous fiscal year;
  - c. dates when the approved Parish financial statements and budgets were made available to parishioners.
3. A copy of the published Parish financial statement is to be provided to the Bishop along with the required yearly statement.

## **ARTICLE SEVEN: DISSOLUTION OF COUNCIL**

### **Section One**

#### **Precipitating Event:**

1. The Council goes out of existence one year after the transfer, retirement, resignation or death of the Pastor.

#### **Succeeding Council:**

1. A new Pastor must constitute a new Council within the one year period.

## **ARTICLE EIGHT: RELATIONSHIP BETWEEN PASTORAL COUNCIL AND FINANCE COUNCIL**

**Section One**

**Relationship**

1. The Pastoral Council and the Pastoral Finance Committee are distinct and separate entities of the Parish, both of which advise the Pastor.
2. The pastoral ministry and goals of the Parish as determined by the Pastoral Council shall be the Finance Council's guide in determining funding levels for the programs and projects of the Parish.
- 3 The Finance Council shall prepare the annual budget and present it to the Pastoral Council for its consideration.
4. Final approval of the Parish budget shall be with the Pastoral Council which will then recommend the budget to the Pastor.
5. The priorities of the Parish shall be achieved through the mutual cooperation of both the Pastoral Council and Finance Council under the leadership of the Pastor.

**ARTICLE NINE: AMENDMENTS**

**Section One**

**Procedure:**

1. The Bylaws may be amended when necessary, and as appropriate, by a two-thirds majority of the members of the Council.
2. Proposed amendments shall be sent to all Members of the Council at least fourteen days prior to the next regularly scheduled meeting of the Council.

October, 2014

POTHE Finance Chairperson \_\_\_\_\_  
Mark Christopher Norton

POTHE Pastor \_\_\_\_\_  
Father Daniel Greenleaf