

# *St. Mark's Catholic Community*

## **Roman Catholic Diocese of Boise Job Description**

<b>POSITION:</b>	<b>Finance Council Member</b>
<b>APPOINTED BY:</b>	<b>Pastor</b>
<b>RESPONSIBLE TO:</b>	<b>Pastor</b>
<b>COLLABORATES WITH:</b>	<b>Pastor and Pastoral Associate-Administration</b>
<b>STATUS:</b>	<b>Volunteer</b>

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**Vision:** CANON 532 Mandates- " 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 can.532."<sup>1</sup>

**Mission:** The finance council, which reports to the pastor, assists him in all financial matters requested by the pastor, and in the administration of the goods of the parish without prejudice to Canon 532. It follows canon law as well as norms laid down by the diocesan bishop. It is comprised of those selected according to those norms.

**Terms:** The length of service shall be staggered so that one member will be changed every year. The newest member will have a term of 5 years. Members shall serve no more than two consecutive terms and must be off the council for one year before serving again. All terms are at the discretion of the pastor.

### **Required Knowledge, Skills and Abilities:**

- A registered member of St. Mark's Catholic Community.
- Confirmed Catholic.
- Active in the life of the parish and committed to the principles of Catholic stewardship.
- Understands and endorses the mission of the parish.
- Have the ability to listen openly, to present a point of view, to engage in constructive discussion and to work collaboratively with other council members.
- Skilled in business and has some experience in management, finance, accounting, law and related fields.

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<sup>1</sup> Canon 532-The pastor represents the parish in all juridical 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 can.1281-1288

**Attendance:**

- Attend bi-monthly meetings.
- Participate in other Council-sponsored events (Coffee Hour).
- Attend annual State of the Parish assembly.
- Be willing to be a Council Representative as an *ex officio member* to one or more Pastoral Council meetings (monthly) per year.
- Be willing to be a Council Representative as an *ex officio member* to one or more Stewardship Council meetings (monthly) per year.

**Essential Duties and Responsibilities:**

In view of its oversight responsibility to the pastor and its concern with the utilization of management of parish resources, the council shall have a program of review in the following areas:

- Long range financial planning.
- Investments \*
- Budget.
- Collection Counting.
- Records and systems.
- Audit (to be performed by an outside person).
- Maintenance of buildings and ground.
- Legal matters involving the parish.
- Insurance \*
- \* As coordinated through the Diocesan Finance Office
- Supervision of all real estate.
- Supervision of auxiliary enterprises-especially any fund raising or building rentals undertaken by the parish.
- Monthly Reports Review
  - Validate Bank Statements (one person per month)
  - Budget Review (sent electronically)