

ST. PATRICK'S CHURCH



VOLUNTEER MINISTRY POSITION DESCRIPTION

Finance Council Chairperson

Overview

The Parish Finance Council is a consultative body of lay persons established to advise the Pastor in matters pertaining to the financial affairs of the parish.

Activities/Responsibilities

- Assists the Pastor in setting the agenda for meetings and working with the Pastor in the implementation of actions or proposals agreed to by the Parish Finance Council
- Co-chairs Council meetings with the Pastor who is the ex-officio Chair of the Council.
- Maintains contact list of Finance Council members and ensures any changes are promptly reported to the PVSC
- Ensures that an annual budget is properly prepared for, reviewed by the Pastor and the Finance Council
- Ensures that the parish accounting conforms to diocesan requirements.
- Ensures that the counting and recording of collections follow diocesan procedures.
- Reviews, approves and compares to budget, the semi-annual Financial report that is submitted to the diocese.
- Ensures the timely and accurate completion of the Parish's Finance Council Annual Report each year.
- Prepares, publishes and presents an annual financial statement and report for the parish community.
- Encourages support of diocesan fundraising projects as well as parish campaigns.
- Evaluates and makes recommendations regarding fundraising and reviews the offertory regularly in relation to the budget.
- Develops a plan for the financing of anticipated repairs and other capital expenditures.
- Observes discretion in the confidential matters arising from Finance Council business.

Skills, Experiences, Personal Traits and Qualifications

- Should have skills in finance and property
- Possibly would have skills in legal matters and personnel administration
- Has good organizational and people skills
- Has good leadership and facilitation skills
- Is in good standing with the Church, Pastor and community

Screening Checklist for this Low Risk Position at St. Patrick's Church

- Completion of a Volunteer Information Form
- Agreement to the Diocesan Model Code of Conduct
- Training and orientation; Completion of on-line training for the vulnerable.
- Supervision, periodic evaluations and participant follow-ups

Parish Volunteer Screening Coordinator

Pastor

Date: _____

RC Bishop of Calgary-Rev. February, 2013