

**ST.PATRICK'S CHURCH**  
Volunteer Ministry Position Description  
**Finance Council Member**



**Overview**

Finances and budgets have a direct impact on the financial management of the Parish. They support its administrative and physical needs while enabling its pastoral and spiritual activities and focus. The Parish Finance council is a consultative body of lay persons which advises the Pastor about the financial affairs of the parish, and in conformance with diocesan standards.

**Activities/Responsibilities (list may be added to as locally appropriate)**

- Contributes to preparation of an annual budget for review by the Pastor and Finance Council
- Ensures that accounting procedures conform to diocesan standards
- Ensures that counting and recording of collections conforms to diocesan procedures
- Reviews, approves and compares to budget, the financial report submitted to the diocese
- Prepares, publishes and presents annual financial statement and report for the community
- Ensures that practices for parish employees conform to diocesan human resources standards
- Encourages support of parish and diocesan fundraising projects
- Evaluates fundraising and offertory contributions, making recommendations as needed
- Regularly inspects parish property to ensure diocesan maintenance standards
- Develops plans for financing anticipated repairs and capital expenditures
- Attends all meetings as established by the Pastor and Finance Council Chairman
- May be appointed Vice-Chair by the Pastor, who is the ex-officio Chair of the Finance Council

**Skills, Experience, Personal Traits and Qualifications**

- Must be at least 18 years of age and an active participant in parish worship and life
- Observes strict discretion and confidentiality in matters arising from Finance Council business
- Should be honest, dependable, skilled in finance and property and not related to the Pastor
- Additional assets would be skills in legal matters and/or personnel administration
- Understands and is committed to the Church as expressed in the documents of Vatican II
- Is comfortable with being accountable and is sensitive to the observance of proper boundaries and Diocesan standards of care and curriculum

**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

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Parish Volunteer Screening Coordinator

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Pastor

Date \_\_\_\_\_

RC Bishop of Calgary- Rev. February, 2013