

DIOCESE OF CHARLOTTETOWN
Parish Finance Council Member

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

- Follows the Diocesan guidelines for Parish Finance committees.
- Prepare and review annual financial statements to the parish and to the Diocese.
- Ensures that the parish accounting conforms to diocesan requirements.
- Ensures that counting and recording of collections follow diocesan procedures.
- Reviews the practices used for employing parish staff.
- Encourages support of parish and diocesan fund-raising.
- Regularly inspects church property and develops a plan for repairs/other capital expenditures.
- Meet as a Council four-six times each year.
- Observes discretion in confidential matters arising from Parish Finance Council business.
- Works in collaboration with the Parish Pastoral Council's initiatives.

Skills, Experience, and Personal Traits

- Is a registered adult in good standing with the Church, Pastor and community.
- Has an understanding of and commitment to the church in areas of stewardship and caring for the temporal needs of the parish.
- Has skills in finance and property; some experience with legal matters/administration is helpful.
- May not be related to the Pastor nor to parish employees.
- Desires to serve the community and to commit time and talents to this ministry.
- Honest, dependable and can maintain strict confidentiality.

Screening Recommendations

This is a **General risk** position and needs the completion of a Volunteer Information Form.

This ministry position description generally reflects the Ministry of Parish Finance Council Member currently practiced at _____ Parish.

Parish Volunteer Screening Committee

Pastor

Date