



INSTRUCTIONS FOR COMPLETION OF PARISH FINANCE COUNCIL APPENDIX

Introduction: *Every parish in the Archdiocese will now follow a common set of norms approved by the Archbishop for Parish Finance and Pastoral Councils. The norms do provide for each parish to determine specific aspects of operation. An implementation appendix to the norms will define the specific aspects of operation which the parish has selected.*

Every parish is mandated by canon law to have a finance council. Multi-parish communities may not combine their finance councils as they are able with pastoral councils. Finance councils of multi-parish communities may meet on the same evening or share some common agendas.

*The finance council will operate generally under the norms and specifically by the appendix. Only the identified areas of **MEMBERSHIP**, **MEETINGS**, and **COMMITTEES** may be determined by parishes. Multi-parish communities can consult each other on common terminology for each parish's appendix.*

To complete the appendix, simply follow each step and fill in the appendix template. After the Council has approved the appendix, a copy with the approval date should be sent to the Office for Missionary Planning and Leadership for placement in the parish file.

MEMBERSHIP

Step	Norm	Local Implementation
1	3.1	Determine the total number of members on the Council. The norms allow for 5 to 9 members. That number should not include the pastor. The total should include the number of selected members and the pastor.
2	3.5	Determine the number of representatives from the at-large membership of the Parish Pastoral Council. There must be at least 1 and no more than 2.
3	3.6	Determine the number of members who will be appointed by the pastor because of their financial expertise. There must be at least 2.
4	3.7	It is optional for the parish trustees to be appointed to the Council. The parish can select 1, 2 or none.

MEETINGS

Step	Norm	Local Implementation
5	6.1	The Council must meet at least 6 times each year. The parish may indicate any specific information about meeting dates. If the parish is clustered and the Council may meet jointly at times to discuss a common agenda, the information should be entered here.



COMMITTEES

Step	Norm	Local Implementation
6	10.2	The Council may require certain committees to function on a regular basis in order to properly function. These committees are financial or administrative in nature. In the following spaces, enter only those committees which are established.
7	10.2a	Identify a committee and describe its responsibility.
8	10.2b	Identify a committee and describe its responsibility.
9	10.2c	Identify a committee and describe its responsibility.
10	10.2d & e...	Identify other committees and responsibilities. Use additional letters if necessary.

AMENDMENTS

Step	Norm	Local Implementation
11	11.1	Please note that the norms themselves can only be amended by the Archbishop. The parish appendix can be changed as needed.

SUBMISSION OF APPENDIX COPY TO THE ARCHDIOCESE

Step	Norm	Local Implementation
12		Please note that the appendix does not need to be approved. The universal Church requires that every parish must have a finance council and each Council must function under the norms which the Archbishop has established. The norms provide for parishes to select certain procedures and which best serve the local community. The appendix reflects the local implementation and should be submitted to the Archdiocese (attention: Office for Missionary Planning and Leadership) whenever a change is made.