Volunteer Position Description  
Holy Spirit Catholic Church, Saint Paul, MN

Position: Finance Council

Purpose of Position:
The Code of Canon Law (#537) requires that every parish have a finance council. Finance councils are similar to parish pastoral councils in that they are advisory in nature. The council exists to advise the pastor in sound management of the temporal goods of the parish. Authority remains with the pastor.

Responsibilities:
1. Provide counsel, advice and other assistance as needed regarding parish financial management.
2. Review and approve annual parish budget.
3. Review monthly financial statements and the status reports of capital campaigns in light of parish goals and priorities.
4. Provide quarterly and annual financial reports to the parish.
5. Monitor parish assets including capital repair and replacement of parish buildings and equipment in collaboration with parish Buildings and Grounds Committee.
7. Ensure parish compliance with Archdiocesan guidelines for internal controls.
8. Ensure that the parish completes an audit or Review of Agreed Upon Procedures every five years and a change in pastor.
9. Advise the pastor on all matters requiring a proxy from the Archdiocese, including:
   • Purchase or sale of personal property of $25,000 or more
   • Purchase or sale of real property for any amount
   • Contracting with architects for renovation or building projects
   • Contracting with fundraising consultants for capital campaigns
   • Establishing endowments
   • Revision of mortgages, loans or lines of credit

Qualifications:
1. Active parishioner of Holy Spirit Catholic Church.
2. Fully-initiated Catholic, in good standing with the church.
3. Financial knowledgeable such as banking, accounting, or business management.
4. Complete VIRTUS training.
5. Ability to keep information confidential.
6. Ability to work on a team.
7. Strong sense of responsibility.

Amount of Time Required: Council meets once a month but often does not meet in July, with occasional participation on temporary subcommittees such as budget committee.

Length of Commitment: Three years with the option to renew twice.

Support:
Support and encouragement provided by the pastor, business administrator and council members.

Last Reviewed: June 2015