Pastoral/Finance Council and Trustee Workshop 2018

Why are we here?

OBJECTIVE OF THE SESSION:
1. The participant will understand the Purpose, function and role of a PPC/Financial/Trustee.
2. The participant will learn how decisions should be taken and run an effective meeting.
3. Participants will be aware of their specific responsibilities depending on their role.

1. What does a pastoral council do?
   a) Helps Pastor to administer the Parish.
   b) Listens and decides about issues of Parish life.
   c) Reflect, listens, prays and votes about the mission of the Parish
   d) All of the above
   e) None of the above

2. What does a finance council do?
   a) Helps Pastor to administer the Parish.
   b) Supervise parish staff
   c) Dictates budget for pastoral council
   d) All of the above
   e) None of the above
3. Things get decided by:
   a) Vote
   b) Unanimous vote
   c) By consensus but the Pastor has the final authority.
   d) By consensus but the council has the final authority.

4. The term of service to the council is:
   a) 2 years and can be renewable for 3 more periods.
   b) 3 years renewable once.
   c) Unlimited years if it is approved by the Pastor and council.

26. The ecclesial community, while always having a universal dimension, finds its most immediate and visible expression in the parish. It is there that the Church is seen locally. In a certain sense it is the Church living in the midst of the homes of her sons and daughters[90].

What is a Parish?

Canon Code 515:- A parish is a certain community of the Christian faithful, stably constituted in a particular church, whose pastoral care is entrusted to a pastor (parochus) as its proper pastor under the authority of the diocesan bishop.
Parish Pastoral/Finance Council PURPOSES


What is the relation between this reading and Pastoral/Finance Council?

The Parish in Civil Law

- Each parish in the Diocese of Green Bay is an independent religious corporation established according to the Civil Statutes of the State of Wisconsin.

  **Members of the Corporation**
  - President: Bishop
  - Member: Vicar General
  - Vice President: Pastor/Priest Moderator (c.515, §1)
  - Secretary: One Trustee
  - Treasurer: One Trustee

- The Board of Directors of the parish corporation administers all the temporal matters that are affected by civil law, such as:
  - The acquisition, lease or sale of property
  - Execution of construction or major remodeling contracts etc.

Can. 536 §1. ...a *pastoral council* is to be established in each parish, *over which the pastor presides* and in which the Christian faithful, together with those who share in pastoral care by virtue of their office in the parish, *assist* in fostering pastoral activity.

Can. 537 In each parish there is to be a *finance council* ..., selected according to these same norms, are to *assist* the pastor in the administration of the goods of the parish.

**ROLES AND RESPONSIBILITIES OF THE PASTOR**

He carries out the functions of teaching, sanctifying, and governing, also with the cooperation of other presbyters or deacons and with the assistance of lay members of the Christian faithful, according to the norm of law. (Can. 519)
ARTICLES OF INCORPORATION/BY-LAWS

Appointment Letter
Establishes a specific priest as pastor or administrator of the parish (and therefore, the director and officer of the corporation with fiscal authority over all of the corporation’s assets).

Any financial accounts using the parish’s tax Identification Numbers, name of the parish, facilities as examples are, by definition, under the authority of the pastor/administrator of the parish.

ROLES AND RESPONSIBILITIES OF
PASTORAL COUNCIL
FINANCE COUNCIL

Staff: Should have input concerning budget preparation.
- Staff CANNOT be members of Finance/Pastoral council (conflict of interest).
- Parish boards, committees, service organizations work with Parish staff and leadership to assist on annual budget exercise.

Discerns the direction and priorities that will advance the mission and life of the Parish.

1. Accounting system
2. Budget
3. Financial reporting
4. Internal control
5. Fund-raising Management
6. Property management and safekeeping
7. Personnel

Civil Law WI Statute 187.19

Council PURPOSES
PASTORAL COUNCIL
FINANCE COUNCIL

1. Listen and respond to the Holy Spirit: Consider what the Holy Spirit is calling the parish to be and become.
2. Organize Lay Participation and Cooperation.
3. Facilitate Shared Practical Wisdom
4. Facilitate/Monitor Parish Mission Planning (*PMP) implementation
5. Listen to parishioners to reflect on Parish needs.

1. Assist the Pastor/Administrator/Pastoral Leader in the wise stewardship of the material gifts entrusted by God to the parish in support of the mission of the parish and broader Church.
**FINANCE COUNCIL** translates the visions and priorities into a workable budget.

FC should budget to needs NOT budget to revenue, must think from scarcity to abundance and give parishioners the opportunity to respond.

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<table>
<thead>
<tr>
<th>PARISH PASTORAL COUNCIL</th>
<th>VS.</th>
<th>PARISH FINANCIAL COUNCIL</th>
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<tbody>
<tr>
<td>Members selected at large or representative.</td>
<td>Members appointed by the Pastor/Administrator/Pastoral Leader.</td>
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<tr>
<td>Pastor/Administrator/Pastoral Leader are appointed by Bishop. Trustee Secretary must be elected.</td>
<td>Trustee Treasure must be elected by written ballots.</td>
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<tr>
<td>Terms 3 years (July 1st) and may be appointed for other 3 years. One year of absence.</td>
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<tr>
<td>Ad hoc committee chaired by vice chair person.</td>
<td>Interim replacement should be appointed by the Pastor/Administrator/Pastoral Leader.</td>
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Knowledge is practical wisdom, knowledge sought through means of dialogue. Knowledge is scientific (facts, numbers, data).

No more than 12 in total 5-7 members in total

Knowledgeable parishioners Financial, business, administration, insurance, personnel, maintenance, construction knowledge

**Councils have in common:**

- Consultative to Pastor
- Neither the PPC nor the PFC supervise parish staff or ministries
- Pastor presides, but does not chair
- 3 year terms maximum no more than 2 consecutive terms (6 years)
Can. 536 §2.
A pastoral council possesses a **CONSULTATIVE VOTE ONLY** and is governed by the norms established by the Diocesan Bishop.

Meetings
- Meet a minimum of 4 times/year and at least one joint pastoral meeting.
- Have a set of operating guidelines and outline basic roles and responsibilities.

Written guidelines
- Minutes of meetings should be posted and shared with all members of pastoral council and key roles.

Minutes

**GUIDED BY FAITH AND PRAYER**

OPEN MEETINGS AND EXECUTIVE SESSIONS:
meetings should be posted and parishioners welcome to attend.

CONSULTATION WITH TOTAL PARISH COMMUNITY

Facing a major issue

CONSULTIVE DECISION MAKING.
Final decision rests with Pastor/Administrator/Pastoral Leader
MAKING DECISIONS
THE COUNCIL IS CONSULTATIVE, final authority rests with the Pastor/Administrator/Pastoral Leader.

Disagreement? Not able to work together?
MEDIATION ASSISTANCE (contact Regional Vicar)

Retirement, transfer, resignation, death of Pastor/Administrator/Pastoral Leader
PC will work with the temporary person assigned by bishop.

MEMBERSHIP
Pastor/Administrator/Pastoral Leader.
Pastoral / Finance Council → Selects a chairperson
Secretary Lay Trustee.
Available people of faith, hope, love, confirmed, practicing Catholics.

Representative Council:
Some at large; others by major parish committees or organizations to represent their needs.

MEMBERSHIP PARISH COUNCIL

Council Models and Representation
At large council: With the exception of the pastor/administrator/pastoral leader and Trustee, all members of the council are selected at large and then council determines who will be the liaison to each of the committees and groups.

• No parish employee or immediate members of their family may serve the council.
• Only one immediate family member can serve on either the finance or pastoral council.
• Members should advise if any conflict of interest arise.
• Personally involved or has immediate family member who is involved in a business that provides services to the parish, should not serve on the finance council.
**Chairperson:** Chairs, meets and works closely with the pastor/administrator/pastoral leader in preparing agendas.

**Vice Chairperson:** Serves in absence of the chairperson.

**Secretary:** Takes, distributes, and archives minutes.

**Officer selection and vacancies:** The officer selects candidates. (only PPC)

**Officer Terms:** Within the maximum term of 6 years of service to the council,

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The lay faithful together with the clergy and women and men religious, make up the one People of God and the Body of Christ.

**COMMITTEES:** Will vary from Parish to Parish

- Community Impact
- Evangelization
- Discipleship

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"God calls me and sends me forth as a laborer in his vineyard. He calls me and sends me forth to work for the coming of his Kingdom in history. This personal vocation and mission defines the dignity and the responsibility of each member of the lay faithful and makes up the focal point of the whole work of formation, whose purpose is the joyous and grateful recognition of this dignity and the faithful and generous living-out of this responsibility."

(Christifideles Laici, 58).
Parish Mission Planning

Parish Mission Planning, is a process to bring all of us together with a common mission and vision by:

- Providing a repeatable framework for one common parish and school planning process
- Incorporating Catholic school, children and youth faith formation into one seamless process;
- Impacting communities
- Planning from scarcity (maintenance) to abundance (growth).

How PMP helps my parish?

1. Is a process that helps to prioritize (3-5 goals)
2. Looks to the future
3. Supports parishes’ goals
4. It will align efforts with committees and councils.
5. Provides unity and consistency.
6. Indicates what will take to achieve the goals, vision and mission of the parish.

Why I need to be involved? What I need to do?

One of the PPC Purposes is to Facilitate/Monitor Parish Mission Planning implementation.

Your role will be help, promote, open the door, to expedite the actions that PMP has. You are responsible to make sure things are executed and completed per the plan.
Tips to Run Meetings Effectively

1. PURPOSE OF THE MEETING:
   • What to accomplish?
   • Who needs to be involved?
2. Have an agenda
3. Have the right environment
4. Send information in advanced.
5. Rules

PREPARE

RUN

1. Open and close on time
2. Clarify purpose and outcome
3. Follow agenda
4. Achieve full participation
5. Clarify next steps (champions)

FOLLOW UP

1. Communicate actions
2. Be clear, concise and consistent
3. Share minutes
4. Summarize
5. Next steps

Agenda

A well-written agenda states:
1. What the participants can expect,
2. Helps them to prepare, and expresses a spirit of respect.

Meeting Minutes

• Reference Purposes
• Open Communication
• Meeting minutes provide structure
• Meeting minutes drive action

A poorly-written agenda leaves room for unpleasant surprises, invites no preparation, and expresses nothing of the spirit of the group.

EXECUTION AND OWNERSHIP

In order to get results there are 2 things that are the most important:
1. STRATEGY (PARISH MISSION PLANNING) AND
2. ABILITY TO EXECUTE THAT STRATEGY.

Execution: The discipline of getting things done.
70% Of strategic failures are due to POOR EXECUTION
It’s rarely for lack of smarts or vision

-Ram Charan- Best selling author and Global CEO advisor.

FRANKLIN COVEY
4 DISCIPLINES OF EXECUTION

WIG’s
Clear vision
Lead Measures

Scoreboard
(Engagement)

Execution

Accountability

TRUSTEE TRAINING

Trustee: A Person that is the object of trust.
Trust: Confidence in or reliance on some person or quality

By
Dr. Joe Bound, Parish Mission Planning Director
Gabriela Chavez, Parish Planning Coordinator
What is a trustee?
- A parish trustee is an active, responsible parish member.
- Serves the parish as an advisor, overseer, and counselor.
- Is a member of the parish corporate board.
- A trustworthy advisor to the Pastor/Administrator/Pastoral Leader.

What is a trustee?
- Concerned for the well-being and on-going development of a vibrant faith community.
- Parishioner who is informed, involved, and concerned about the parish and its members.
- Brings trust, harmony, wisdom, and counsel to the various aspects of parish life.

How many trustees are there?
- Each parish is to have two trustees:
  - A treasurer trustee
  - A secretary trustee

Trustee Responsibilities
- The responsibility for the administration of the parish and its goals are defined by ...
  - Canon Law (Book V –The temporal goods of the church)
  - Civil Law (Statues Chapter 187)
  - Diocesan Policies and Procedures (Parish Trustee Instructions)
Corporate Board of Directors

- Each parish has to be established as a separate corporation according to Wisconsin law.
- The officers of the corporate board of directors are:
  - The Bishop
  - The Vicar general
  - The pastor/Administrator/pastoral leader
  - 1 parish Trustee (Treasurer Trustee)
  - 1 parish Trustee (Secretary Trustee)

Trustee Responsibilities

- **Represents** the parish as a member of the parish corporation.
- **Signs** corporate documents.
- Reviews and **signs checks** for disbursements of funds as needed (except Scrip and Bingo).
- **Reviews** the annual parish budget with the Pastor/Administrator/Pastoral Leader.
- With the Pastor/Administrator/Pastoral Leader, **reviews and signs the annual financial report** to the Diocese.

Trustees:

- + 21 years old.
- Parish member.

- Parish staff or close relatives of staff, and permanent deacons are not eligible to serve as trustees.

Newly elected trustees are not legally recognized until accepted by the Bishop and duly registered with the Diocese via submission of the completed Parish Trustee Election Form to the Moderator of the Curia.

- Should take place on alternate years and terms are limited to three two-year consecutive terms (six consecutive years in office).
- May not hold office on the parish Pastoral Council or Finance Council, nor do they serve as chairpersons of parish committees or liaisons to committees.
- If the trustee is unable to fulfill their responsibilities or complete their term and resigns, the Pastor/Administrator/Pastoral Leader can appoint a substitute trustee for the remainder of the term, subject to the approval of the Bishop.
TRUSTEES
• Parish trustees are not to initiate or respond to any lawsuit in the name of the parish without the written agreement of the officers of the parish corporation and the Bishop of the Diocese.
• Works with the Pastoral and Finance Councils and parish leadership to assist the Pastor/Administrator/Pastoral Leader in preparation of annual parish and diocesan reports.

TREASURER TRUSTEES
Assists the Pastor/Administrator/Pastoral Leader in:
• Overseeing the coordination and maintenance of accurate and detailed accounts of all receipts and disbursements for the parish.
• Overseeing the coordination and maintenance of accurate and detailed accounts of all receipts and disbursements for the parish.

TREASURER TRUSTEES
Assists the Pastor/Administrator/Pastoral Leader in:
• The care and custody of funds, assets, banking, credit and insurance.
• Assuring the timely preparation and distribution of financial reports to the parish and Diocese.

With the Finance Council, assists the Pastor/Administrator/Pastoral Leader in:
• The maintenance of detail accounts of all receipts and disbursements of parish funds following the Diocesan Chart of Accounts for reporting operations of the parish.
• The collection of parish contributions and special collections.
• The management of parish investments by reviewing the types of investments, rates of return on investments and use of invested funds.
TREASURER TRUSTEES

With the Finance Council, assists the Pastor/Administrator/Pastoral Leader in:

• Assures that records of all parish property, property tax documents and parish inventory are maintained by appropriate personnel.

• In overseeing the temporal matters of the parish cemetery.

• Preparation of financial reports.

Secretary Trustee

The Secretary Trustee works/assists the Pastor/Administrator/Pastoral Leader in:

• Is a full member of the Pastoral Council and receives minutes from the Finance Council.

• Attends to corporate notices and correspondence.

• Ensures that all corporate reports as prescribed by federal, state, local and diocesan authorities are prepared and filed.

Secretary Trustee

The Secretary Trustee works/assists the Pastor/Administrator/Pastoral Leader in:

• Oversee, non-financial record-keeping at the parish, such as corporate minutes from the Annual Meeting as well as other documents, notices and correspondence.

• All parish records are to be kept in an easily accessible and orderly fashion at the parish in a locked fire-proof safe or cabinet.

• In taking and keeping minutes of all meetings of the corporate board of directors; and is responsible for the corporate book of minutes, i.e., annual meeting.
Secretary Trustee

With the Pastoral and Finance Councils, assists the Pastor/Administrator/Pastoral Leader:

• To ensure that proxy documents are recorded and filed.

• In the development of parish policies and strategies to address the needs and mission of the parish.

ELECTION

• Lay trustees shall be elected in one of two ways:
  
  – Written ballots at the annual parish meeting.
  
  – Written ballots at the regular Sunday Masses designated for elections.

  (No hanging chads allowed! 😊)

ELECTION

• It is the prerogative of the Pastor/Administrator/Pastoral Leader to nominate two persons as candidates for the election as lay trustees. Consultation with others is strongly encouraged.

• The Pastor/Administrator/Pastoral Leader is to appoint an election committee of 3 persons that will receive the nominations, prepare ballots, act as tellers and supervise the election.

ELECTION

• A notice of the election must be included in the bulletin announcements four successive weeks in advance of the elections. This notice will also ask for additional nominations.

• Additional nominations should be made by parishioners in writing.
• Nominees must be adult parishioners in good standing with the parish.

• At least ten (10) written nominations must be received by the Pastor/Administrator/Pastoral Leader from adult parishioners in good standing for a person to be nominated.

• Nominations must be received at least two weeks prior to the election.

• Persons nominating must be at least 18 years old and in good standing in the parish.

• All nominations shall be made at least two weeks before the elections.

• All nominees shall be announced at the regularly scheduled Sunday Masses two weeks before the election.

• Persons nominated must be available to carry out their duties such as check signing and attending regularly scheduled meetings, to name a few things.

Questions and Answers

• Any questions on this material?

  – Can direct questions to:
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