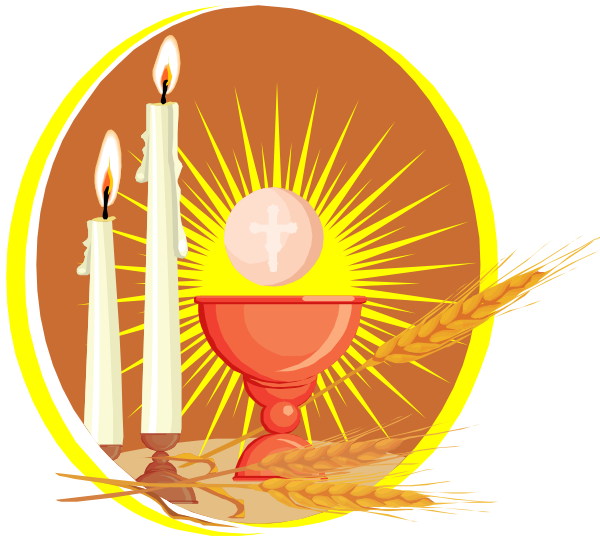


Article 6 - Meetings

The Finance Council shall meet monthly except for July and December. The dates of the meetings shall be determined at the June meeting. A special meeting of the Finance Council may be called by the Pastor, or the Finance Council Chairperson, or at the request of the majority of the Council.



Catholic Community of Manistee

***254 Sixth Street
Manistee, MI 49660***

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(revised: August 28, 2011)

Catholic Community of Manistee

Finance Council Handbook

**The Finance Council
is a community of servant leaders
whose purpose is
to assist the pastor
in the administration of the
finances and temporal goods
of the
Catholic Community of Manistee**

The Finance Council is the primary consultative body to the pastor concerning the finance and temporal goods of the Catholic Community of Manistee. The Finance Council's responsibilities include forming good policies for the administration of the Catholic Community of Manistee's temporal goods; that is, its financial resources, buildings and grounds. The Finance Council is comprised of members, appointed by the Pastor, representing the demographics of the Catholic Community - i.e. married/single, male/female, active/retired, etc., with expertise in finance and business.

Time Commitment: Council members serve for a three year period. The Finance Council meets monthly, except for December and July

Skills Required: Council members are called to be people of prayer and reflection open to the work of the Holy Spirit within the Church. They must have expertise in finances, as well as an openness to learn and grow in knowledge of the faith and teachings of the Church. They must be willing to listen and share ideas. Council members represent the interests of the whole Catholic Community of Manistee, rather than personal opinions or special group interests.

Training Required: Council members must be committed to on-going formation in faith, stewardship, and the teachings of the Church.

Role of Members: The primary goal of the Finance Council is on-going financial planning and oversight to maintain the integrity of the mission of the Catholic Community of Manistee, and goals and objectives related to it. Calling all members of the Catholic Community to participation in good stewardship of time, talent, and treasure is related to the primary goal.

Policy Formation Committee

Purpose - The Policy Formation Committee shall be concerned with formulating policy regarding financial procedures for the Catholic Community of Manistee, following the policies found in the Diocese of Gaylord Standard Operating Procedure book.

Membership - The Pastor, Parochial Vicar, MCC School Principal and the Business Manager shall be ex-officio members of the Policy Formation Committee. The Policy Formation Committee shall be composed of three members of the Finance Council, one chosen as chairperson, and other members of the Catholic Community of Manistee, with expertise in formulation of policy.

Stewardship Committee

Purpose - The Stewardship Committee shall be concerned with formulating a plan for educating the members for the Catholic Community of Manistee in developing a lifestyle of stewardship.

Membership - The Pastor, Parochial Vicar, Business Manager, Director of Parish/School Ministry, and Development Director shall be ex-officio members of the Stewardship Committee. The Stewardship Committee shall be composed of three members of the Finance Council, one chosen as chairperson, along with other members of the Catholic Community of Manistee with an interest and desire to learn more about Catholic Stewardship.

The Finance Council, with the approval of the Pastor, may establish other Committees as are deemed necessary. The Committees themselves may establish subcommittees as may be helpful and necessary to carry out their mission.

Terms of Office - Selected members will serve for a three-year term. In case of any vacancy on a Commission, the vacancy will be filled through appointment by the Pastor, based on recommendations of the Commission chairperson.

Budget Committee

Purpose - The Budget Committee is one of the standing committees of the Finance Council. The Budget Committee shall create, recommend, review and monitor the total budget for the Catholic Community.

Membership - The Pastor, Parochial Vicar, and the Business Manager shall be ex-officio members of the Budget Committee. The Budget Committee shall be composed of three members of the Finance Council, one chosen to serve as chairperson, along with other members of the Catholic Community of Manistee, with financial and business expertise.

Buildings and Grounds Committee

Purpose - The Buildings and Grounds Committee is one of the standing committees of the Finance Council. The Buildings and Grounds Committee shall be a resource to the maintenance personnel of the Catholic Community of Manistee in seeing that the buildings and grounds are kept in good condition, and give advice and counsel when extraordinary maintenance needs to be performed.

Membership - The Business Manager shall be an ex-officio member of the Buildings and Grounds Committee. The Buildings and Grounds Committee shall be composed of three members of the Finance Council, one chosen as chairperson, along with other members of the Catholic Community of Manistee, with construction and maintenance expertise.

CODE OF CANON LAW

Each parish is to have a finance council which is regulated by universal law as well as by norms issued by the diocesan bishop; in this council of the Christian faithful, selected according to the same norms, aid the pastor in the administration of parish goods with due regard for the prescription of canon 532.

(Canon 537)

Distinct from the pastoral council of the Catholic Community of Manistee, the finance council is to serve the goals and priorities set by the pastoral council.

The responsibilities of the Finance Council include:

- The careful stewardship of parish resources;
- The development of further resources;
- The allocation of resources to carry out the goals and objectives established by the pastor with the pastoral council.

***Catholic Community of Manistee
Finance Council Charter***

Vision Statement

A Community of believers of one mind and heart.
(Acts 4:32)

Mission Statement

***We, the Catholic Community of Manistee, are
committed to knowing and proclaiming Christ,
living as He calls us to live, and reaching out in
love to all.***

Article 1 - Name

This organization shall be known as the Catholic Community of Manistee Finance Council.

Article 2 - Purpose

The Finance Council is a community of servant leaders involved in advisory decision making through a process of spiritual formation, prayerful discernment, and consultative dialogue regarding finances and temporal goods of the Catholic Community of Manistee. The Finance Council shall consider how the mission of the Church, developed by the Pastoral Council, can best be carried out by the Catholic Community.

Article 3 - Membership

- A. **Organization** - The Finance Council is comprised of 12-15 members, appointed by the Pastor, representing the demographics of the Catholic Community - i.e. married/single, male/female, active/retired, etc., with expertise in finance and business.

- B. **Selection** - Members shall be appointed by the Pastor. The Pastor, Parochial Vicar, and Business Manager are ex-officio members of the Finance Council.

- C. **Terms of Office** - Members will serve for a three year term. In case of any vacancy on the Finance Council, the vacancy will be filled by the appointment of the Pastor based on recommendations from the Finance Council.

Article 4 - Officers

The officers of the Finance Council shall be the chairperson, vice-chairperson and secretary.

Chairperson - The chairperson shall be approved by the Pastor and not chair any other commission. He or she shall conduct the meetings and assist the Pastor in planning the meeting agenda.

Vice-chairperson - The vice-chairperson shall be approved by the Pastor and shall conduct meetings in the absence of the chairperson.

Secretary - A secretary to the Finance Council shall be appointed by the Pastor and take minutes of the council meetings. The secretary is not a member of the Finance Council.

Article 5 - Committees

The Committees of the Finance Council for the Catholic Community of Manistee shall include, but not be limited to, the following: