

St. John's Church of Little Canada
Finance Council Constitution and Bylaws

1. ARTICLE I - Name

- 1.1 The name of this body shall be the Finance Council of the Parish of St. John's Church of Little Canada, Little Canada, Minnesota.

2. ARTICLE II – Finance Council Mission and Purpose

- 2.1 As required by the Canon Law of the Roman Catholic Church, (Canon 537) the Finance Council shall be the principal consultative body for the business affairs of the Parish. Its responsibility is to recommend to the Pastor the most prudent and effective manner of providing the fiscal, capital, and human resources necessary to the Pastoral mission of the Parish. It shall be guided by the universal law of the Church, Archdiocesan policy, and civil law. In virtue of this office, the Pastor, or Canonical Administrator appointed by the Archbishop, presides over the Finance Council, receives and considers its recommendations, and provides for their implementation. The Pastor shall not act on any substantive financial matter without first consulting the Finance Council.

3. ARTICLE III – Finance Council Objectives

- 3.1 The Finance Council will seek to create and maintain within the Parish community a spirit of responsible stewardship such that all members contribute according to their means, and all resources are held and managed solely to serve the Pastoral mission of the Parish.
- 3.2 The Finance Council shall plan and make recommendations to the Pastor on policies and actions affecting the financial future of the Parish and will monitor the same.
- 3.3 The Finance Council shall implement an inventory of Parish resources and holdings, and shall make a review of such areas as maintenance and insurance.
- 3.4 The Finance Council shall review and recommend to the Pastor an annual operating budget for the Parish.
- 3.5 The Finance Council shall review and recommend to the Pastor annual and longer-term budgets and/or financial plans for the maintenance and upgrading of the Parish's capital resources, i.e. property, plant, equipment, and long term investments and/or debt.

- 3.6 The Finance Council shall consider and prepare recommendations regarding any addition to or subtraction from Parish property, plant, and major equipment.
- 3.7 The Finance Council shall, in consultation with St. John's School Principal and any School Advisory Board, recommend to the Pastor, St. John's annual financial commitment to the parochial school.
- 3.8 The Finance Council shall review and recommend lease agreements between the Parish and other entities, for the use of Parish-owned facilities.
- 3.9 The Finance Council shall monitor revenues and expenses.
- 3.10 The Finance Council shall review Parish investments in accord with Archdiocesan guidelines.
- 3.11 The Finance Council shall review annual financial reports to Parishioners and to the Archdiocese.
- 3.12 The Finance Council shall consider and make recommendations to the members of Parish civil corporation (the Archbishop, the Vicar General, the Pastor, and two lay trustees) regarding actions which require a formal resolution by the civil corporation as specified by Archdiocesan norms. At this time these are:
 - 3.12.1 Purchase of personal property of \$30,000 or more;
 - 3.12.2 Purchase of real property for any amount;
 - 3.12.3 Sale of real property for any amount;
 - 3.12.4 Lease of any Parish property for a time beyond one year; agreements for the use of property whose term is more than one year;
 - 3.12.5 Contracts for Deed;
 - 3.12.6 Demolition, annexation, transfer and/or rezoning of property; temporary or permanent easements of Parish property;
 - 3.12.7 New building renovation or restoration projects; establishing cemeteries;
 - 3.12.8 Larger maintenance projects of \$30,000 or more;
 - 3.12.9 Construction change orders which increase costs by \$5,000 or more;
 - 3.12.10 Loans or mortgages from lending institutions;
 - 3.12.11 Lines of credit from lending institutions;

- 3.12.12 Consolidation of loans or refinancing;
 - 3.12.13 Revision of mortgages, loans, lines of credit; borrowing from Parishioners;
 - 3.12.14 Borrowing from other parishes;
 - 3.12.15 Contracting planners for building expansion;
 - 3.12.16 Contracting architects for renovation or building projects; contracting fundraising consultants for anticipated building projects;
 - 3.12.17 Engaging in feasibility studies for building expansion when the estimated renovation or building expansion would cost \$500,000.00 or more;
 - 3.12.18 Initiating a capital fund campaign where the total projected annual expenses exceed \$75,000;
 - 3.12.19 Sale of securities which will not be converted to other securities;
 - 3.12.20 Redemption of bonds;
 - 3.12.21 Sale of stock from parishioners;
 - 3.12.22 Establishing endowments;
 - 3.12.23 Restarting or restructuring of the Parish;
 - 3.12.24 Changes in the corporation by-laws.
4. ARTICLE IV – Finance Council Membership
- 4.1 Finance Council membership is open to registered members of the Parish with specific competencies in business, civil law, financial management, human resources management, and/or building management.
 - 4.2 The members shall consist of the Pastor as the ex-officio president, and nine regular members appointed by the Pastor, on recommendations from the Finance Council, for staggered three-year terms. The two Parish Trustees shall also serve as ex-officio members of the Finance Council.
 - 4.3 No member shall serve for more than two consecutive three year terms, with one exception: in the instance where an individual is appointed to fill one year or less of an incomplete term, that person can then be appointed to a subsequent three year term. If a Council member wishes to renew his/her three year term, that person is expected to complete the discernment process as outlined in Section 4.6.

- 4.4 Members of the Finance Council shall have access to relevant books, records and documents, as allowed by civil law and pending approval by the Pastor. No member shall receive information regarding pledges or contributions made by any individual member or household without the explicit authorization of the Pastor.
- 4.5 The Parish Business Administrator is delegated as the Pastor's representative to the Finance Council. She/he shall normally attend all meetings of the Finance Council, shall provide information required by the Finance Council and shall be responsible – under the direction of the Pastor – for implementing its recommendations.
- 4.6 Discernment Process: In April of each year the Finance Council shall begin a discernment process to fill positions to be vacated as of June 30th.
- 4.6.1 A Discernment Process schedule will be set by the Council
- 4.6.2 Announcements concerning the process will be published on the Parish web site and the Parish bulletin
- 4.6.3 During one weekend of Masses within the schedule, written nominations will be invited from Parish members
- 4.6.4 Those nominated will be contacted by current members of the Finance Council
- 4.6.5 An Information Meeting(s) will be held for all interested nominees
- 4.6.6 Nominees who wish to be considered for Council vacant positions will provide to the parish office biographical information and reasons for wanting to serve
- 4.6.7 The Pastor, with his delegates, will review the nominations and their supporting documentation and will make decisions as to appropriate appointments
- 4.6.8 Finance Council members will be commissioned each year at an appropriate liturgical celebration
- 4.6.9 It is the Finance Council's goal that selections be completed in time to invite the new members to attend the Finance Council's regular June meeting. New members begin their terms at the Finance Council's August meeting.
- 4.7 Filling of Vacancies on the Council: During the year, if a Council position is vacated, the Pastor, in consultation with his Council, shall appoint a Parish member to fill out the term of the vacated position. At the end of this term, this person shall be eligible for consideration for a new three-year term.

5. ARTICLE V – Finance Council Officers

5.1 The Pastor is the President of the Finance Council. The other officers shall be selected by members at the first meeting of the fiscal year. They shall include:

5.1.1 A Chairperson: The Chairperson shall schedule and conduct all meetings of the Finance Council. Meeting agendas shall be created in consultation with the Chairperson, Business Administrator, Pastor and/or Vice-Chairperson.

5.1.2 A Vice Chairperson: The Vice Chairperson shall conduct meetings in the absence of the Chairperson.

5.1.3 A Secretary: The Secretary shall be responsible for keeping and recording the minutes of all meetings, providing such minutes to the Business Administrator within 10 days following all meetings.

5.2. These officers shall be selected at the first meeting of the fiscal year for a term of one year. No officer may hold the same office for more than two years in succession. Each officer shall serve until her/his successor is selected.

6. ARTICLE VI – Finance Council Meetings

6.1 Regular meetings of the Finance Council shall be held on an annual (July – June) schedule by the members.

6.2 Special meetings of the Finance Council may be held with one week’s notice by request of the Pastor or the Chairperson.

6.3 Five members (not counting the Pastor, two Trustees or Business Administrator) shall constitute a quorum for all business of the Finance Council.

6.4 The Finance Council will seek, if possible, to form a consensus recommendation regarding all matters considered.

6.5 Ordinarily, meetings of the Finance Council shall be open to observation by any member of the Parish. Its agenda and minutes are public, are available to all parishioners at the Parish Center and are posted on the parish website. However, for sufficient reason, at the discretion of either the Pastor, Business Administrator, or Chairperson, the Council may meet in executive session, holding the agenda and minutes thereof private.

7. ARTICLE VII – Finance Council Committees

7.1 The Finance Council shall have the following standing committees that share the work and responsibilities of the council:

- 7.1.1 Building and Grounds Committee: This committee shall be responsible for researching, reviewing, and formulating recommendations to the Finance Committee regarding the Parish buildings and real property. This shall include the upkeep, maintenance, and repair as well as any additions, subtractions, or other modifications. It also creates an Annual Capital Budget.
 - 7.1.2 Stewardship and Development Committee: This committee shall be responsible for researching, reviewing, and formulating recommendations to the Finance Committee regarding parish fund-raising. In addition, it shall be responsible for conducting the Annual Pledge Drive.
 - 7.1.3 Budget/Audit Committee: the Finance Council will establish a Budget/Audit Committee (determining its membership and time table) with the specific responsibilities of preparing, for the following fiscal year, an annual operating budget recommendation for the Finance Council and for making periodic audits of Parish financial operations.
 - 7.1.4 Human Resources Committee: This committee shall be responsible for researching, reviewing, and formulating recommendations to the Finance Committee regarding personnel policy matters. These include work rules, compensation and benefits, review and evaluation processes, search and hiring procedures, and grievance procedures. It shall ensure that Parish policy and practice are in conformity with economic justice, civil law, archdiocesan policy, and sound business practice.
 - 7.1.5 Cemetery Committee: This committee shall be responsible for monitoring the operation, policies, procedures and investments of St. John's Cemetery and for making appropriate recommendations to the Finance Council and Pastor regarding same.
- 7.2 The standing committees meet from time to time as the business of the Parish and agenda of the Finance Council require.
- 7.2.1 Each year, the Pastor, following consultations with both the Pastoral Council and the Finance Council, will provide a set of guidelines and priorities which will guide the work of the Budget/Audit Committee.
 - 7.2.2 The Budget/Audit Committee will actively seek input and budget estimates from the Business Administrator, parish staff and parish committees.
 - 7.2.3 The proposed budget will be reviewed by the Pastoral Council before final action by the Finance Council.

- 7.3 The Parish Business Administrator shall be available to attend meetings and provide information to the Finance Council, and its standing committees.
- 7.4 The Finance Council may establish ad hoc committees and subcommittees with responsibilities and duties for such duration as it shall deem necessary. Each standing committee may likewise establish such subcommittees as fall within its purview.
- 7.5 All committees of the Finance Council shall be accountable to the pastor and Finance Council. They shall supply to the Finance Council in a timely fashion, copies of their meeting agenda and minutes, and they shall report to the Finance Council at the Council's request.

8. ARTICLE VIII – Bylaw Amendments

- 8.1 These Bylaws can be amended upon agreement by the pastor, following sufficient discussion where a quorum of Council members are in attendance and upon reaching a decision by consensus (see Article 6.4).